



Alaska WIC Policy

Chapter 1: Eligibility, Certification and Coordination of Services

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Policy Title	WIC CERTIFICATION AT A GLANCE	Item	WIC CERTIFICATION AT A GLANCE
Policy Number	ELG 1.0	Effective Date	January 30, 2013 (re-formatted)

Purpose

To provide a diagram (visual) of the steps involved in completing an Alaska WIC Program Certification.

Authority

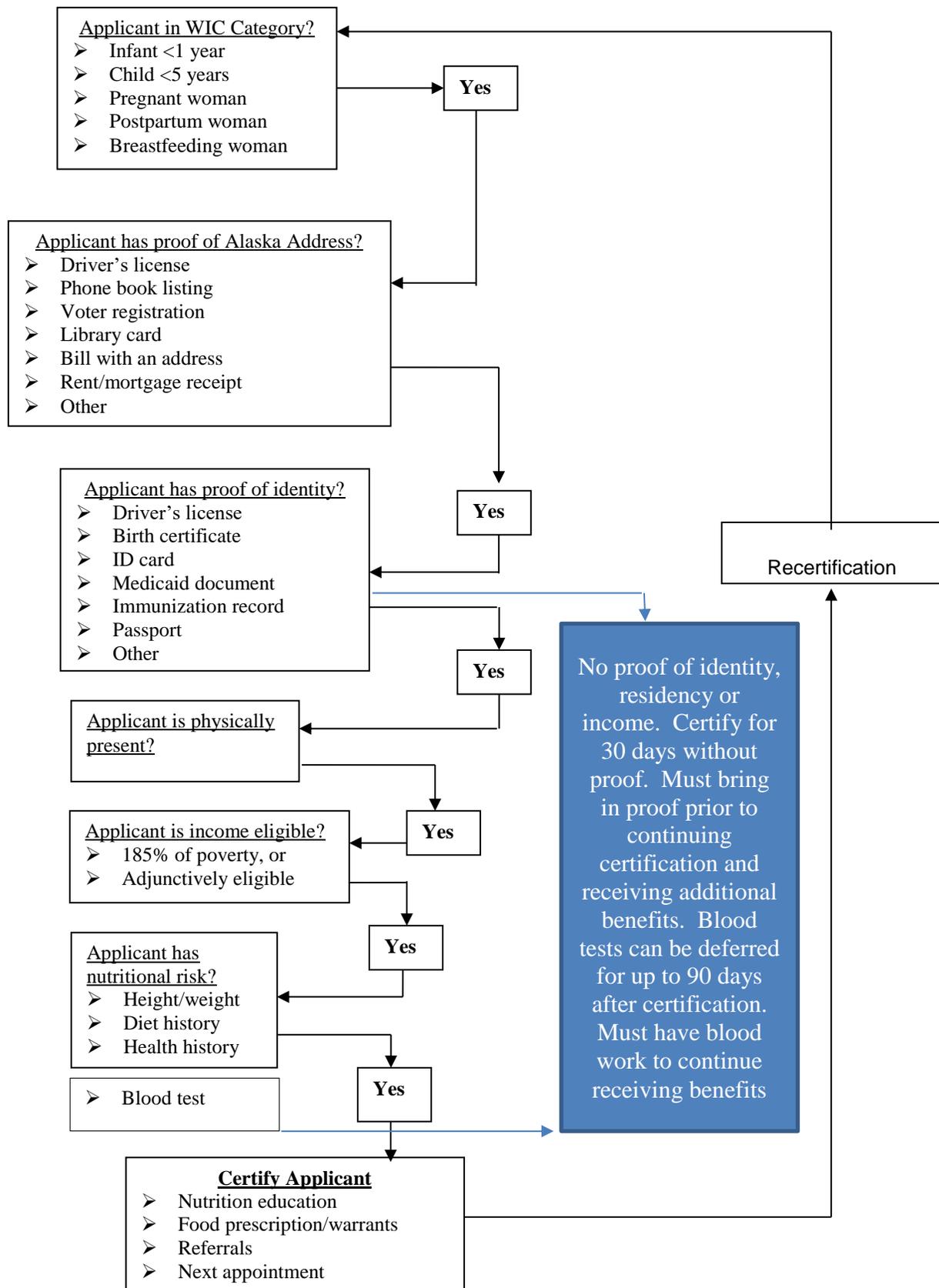
Diagram by State of Alaska WIC Program

Policy

A WIC Certification at a Glance

The diagram below shows the steps involved in performing a WIC Certification.

WIC Certification-at-a-Glance Flowchart



Policy Title	WIC ELIGIBILITY REQUIREMENTS	Item	WIC ELIGIBILITY REQUIREMENTS
Policy Number	ELG 2.0	Effective Date	January 30, 2013 (re-formatted)

Purpose

To list the four WIC eligibility requirements that an individual must meet in order to be qualified to be an Alaska WIC participant and receive WIC Program benefits.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (c)(1)(i-iii)
 - page 366

Policy

WIC Eligibility Requirements

To be eligible to receive WIC benefits, an individual must meet the WIC eligibility guidelines. An individual can be certified for WIC if he or she meets requirements in each of these four areas:

- Categorical eligibility
- Residency
- Income
- Nutritional risk

Policy Title	CATEGORICAL ELIGIBILITY REQUIREMENT	Item	CATEGORICAL ELIGIBILITY REQUIREMENT
Policy Number	ELG 2.1	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define the term “categorical eligibility”, one of the four eligibility requirements that must be met to be a WIC Participant and receive WIC benefits.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (c)(1)
 - page 366

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart A- General- Definitions
 - 246.2 (c)(1)
 - page 350

Policy

Categorical Eligibility Requirement

The applicant must be in one of the following categories:

- Infant under one year of age
- Child up to his/her fifth birthday
- Pregnant woman, throughout pregnancy and up to six weeks postpartum
- Postpartum woman, up to six months postpartum
- Breastfeeding woman, up to one year postpartum (breastfed infant’s first birthday)
- Breastfeeding woman who receives no supplemental foods or food instruments, but whose breastfed infant(s) receives supplemental food or food instruments
- In SPIRIT, a woman’s minimum age allowed is 8 years and maximum age allowed is 65 years

Termination of Pregnancy

Women whose pregnancies do not end in a live birth, due to miscarriage, stillbirth or abortion, are considered postpartum and are categorically eligible for all postpartum benefits. Regardless of the reason for the termination of pregnancy or when the termination of pregnancy occurs, a pregnant participant’s certification continues for up to six weeks postpartum.

Women whose pregnancies do not end in a live birth, due to miscarriage (spontaneous abortion- loss of fetus before the 20th week gestation), abortion, or fetal death (stillbirth- pregnancy loss after the 20th week of gestation) are considered postpartum and are categorically eligible for all postpartum benefits. Regardless of the reason for the termination of pregnancy or when the

termination of pregnancy occurs, a pregnant participant's certification continues for up to six weeks postpartum.

For a client to enroll as a postpartum woman after a spontaneous abortion, abortion or fetal death, no proof of pregnancy or termination of pregnancy is required other than self-reporting of the pregnancy and the subsequent miscarriage.

Self-reporting of a diagnosis by a medical professional should not be confused with self-diagnosis, where a person reports to have or have had a medical condition, without any reference to a professional diagnosis. A self-reported medical diagnosis such as "My doctor says that I have / my son or daughter has..." should prompt the CPA to validate the presence of the condition by asking more in-depth questions related to the diagnosis.

Policy Title	RESIDENCY REQUIREMENT	Item	RESIDENCY REQUIREMENT
Policy Number	ELG 2.2	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define the WIC Program’s residency requirement; one of the four eligibility requirements that must be met to be a WIC Participant and receive WIC benefits.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (c)(1)(i)
 - page 366

Policy

Residency Requirement

Residency is defined as the location or address where an applicant routinely lives or spends the night. For military families, an APO address with a local military unit location is acceptable.

Applicants must be living in the State of Alaska to apply for WIC benefits in Alaska. There are no lengths of time or fixed residence or mailing address requirements. Applicants do not have to be a U.S. citizen. Children are considered residents of the state if their parent/caretaker is a resident. Persons are not required to live in a house or apartment. Living at a campsite or in a car satisfies the residency requirement. However, persons in Alaska solely for vacation are not considered residents. The WIC application contains spaces for both a physical residence address and a mailing address. Both should be recorded, if available.

SPIRIT automatically applies a change in Residency Proof for one household member to all members of the household for 180 days after the proof was recorded. At 181 days, the proof must be updated for the household.

Policy Title	DOCUMENTATION OF RESIDENCY	Item	DOCUMENTATION OF RESIDENCY: VISUAL PERSONAL RECOGNITION: DOCUMENTING RESIDENCY IN REMOTE VILLAGES
Policy Number	ELG 2.2.1	Effective Date	June, 2018

Purpose

To provide direction for documenting proof that a WIC participant meets the WIC Program's residency requirement.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (c)(2)(i)
 - page 366

Policy

Documentation of Residency

All WIC applicants and new transfers must provide proof of residency. Acceptable documentation includes:

- ATAP letter of benefits
- Current driver's license
- Car registration
- DKC/Medicaid proof of benefits
- Listing in the telephone book or city directory
- Voter registration
- Library card
- Any bill with an address on it
- Pay Stub
- Rent or mortgage receipts
- Remote Indian/Native village address
- SNAP letter, envelope with address or directly verified by a SNAP eligibility worker, or the SNAP system
- Any state, local or military document that can only be obtained through proof of current state or local residency or
- Visual Recognition (After Proof-Recertification)
- VacTrAk

For some of the items in the list the document should include the physical residence address and not the mailing address to make it clear that having a document with an address that is not the current residence address or a document with no address, does not meet the residency documentation criteria.

A victim of theft, loss, disaster, a homeless individual, or a migrant worker who may have no proof of residency may sign a written statement attesting to their residency, using the No Proof Form at the end of this policy. When *no proof exists*, the written self-declaration may be used for a full certification and is not limited to a 30-day cert.

In SPIRIT, clinic staff selects “Pending Proof” from the “Residency Proof” drop-down menu if they wish to certify a participant without proof of residency at the certification appointment. The alert feature is set to remind clinic staff about the pending proof required.

A temporary 30-day issuance of benefits is allowed when residency proof is pending. Residency proof must be completed within 30 days for additional benefits to be issued.

In SPIRIT, clinic staff have to specifically copy the relevant residency information from one participant in a household to another member’s record.

Visual Personal Recognition

Visual personal recognition by WIC staff does not constitute proof of residency and thus is not acceptable. Further, requiring proof of residency from all applicants, regardless of personal acquaintance, is necessary to preclude the perception of a discriminatory practice. However, visual personal recognition by WIC staff at issuance of warrants or recertification is allowed once initial proof of residency has been made.

Documenting Residency in Remote Villages

Individuals residing in a remote Indian or Native village, or an individual served by an Indian tribal organization and residing in a remote Indian, Native village or reservation may establish proof of residency by providing only a mailing address and name of the remote Indian or Native village. The documentation described above is not required. A “remote Indian or Native village” is a village located in a rural area, with a population of less than 5,000 inhabitants, and not accessible year-around by means of a public road. The following is a listing of Alaskan villages, by Local Agency service area, which fit this definition.

	Borough or Census Area	City	Zip
Aleutians East Borough &	Aleutians East Borough	Akutan	99553
Aleutians West Census	Aleutians East Borough	Cold Bay	99571
Area	Aleutians East Borough	False Pass	99583
	Aleutians East Borough	King Cove	99612
	Aleutians East Borough	Nelson Lagoon	99571

	Aleutians East Borough	Sand Point	99661
	Aleutians West Census Area	Adak	99546
	Aleutians West Census Area	Atka	99547
	Aleutians West Census Area	Dutch Harbor	99692
	Aleutians West Census Area	Nikolski	99638
	Aleutians West Census Area	St. George	99591
	Aleutians West Census Area	St. Paul	99660
	Aleutians West Census Area	Unalaska	99685
Anchorage Borough	Anchorage Borough	Anchorage	99XXX
	Anchorage Borough	Chugiak	99567
	Anchorage Borough	Eagle River	99577
	Anchorage Borough	Girdwood	99587
	Anchorage Borough	Indian	99540
	Anchorage Borough	JBER (Joint Base Elmendorf Richardson)	99506, 99505
Bethel / Wade Hampton Census Areas	Bethel Census Area	Akiachak	99551
	Bethel Census Area	Akiak	99522
	Bethel Census Area	Aniak	99820
	Bethel Census Area	Anvik	99558
	Bethel Census Area	Atmautluak	99559
	Bethel Census Area	Bethel	99559,99637,99679, 99680, 99690
	Bethel Census Area	Chefornak	99561
	Bethel Census Area	Chuathbaluk	99557
	Bethel Census Area	Crooked Creek	99575
	Bethel Census Area	Eek	99578

	Bethel Census Area	Grayling	99590
	Bethel Census Area	Holy Cross	99602
	Bethel Census Area	Kalskag, (Upper and Lower as well)	99607
	Bethel Census Area	Kasigluk	99609
	Bethel Census Area	Kipnuk	99614
	Bethel Census Area	Kongiganak	99559
	Bethel Census Area	Kwethluk	99621
	Bethel Census Area	Kwigillingok	99622
	Bethel Census Area	Lower Kalskag	99626
	Bethel Census Area	Lime Village	99xxx
	Bethel Census Area	Mekoryuk	99630
	Bethel Census Area	Napakiak	99634
	Bethel Census Area	Napaskiak	99559
	Bethel Census Area	Newtok	99559
	Bethel Census Area	Nightmute	99690
	Bethel Census Area	Nunapitchuk	99641
	Bethel Census Area	Oscarville	99559
	Bethel Census Area	Platinum	99651
	Bethel Census Area	Quinhagak	99655
	Bethel Census Area	Red Devil	99656
	Bethel Census Area	Sleetmute	99668
	Bethel Census Area	Stony River	99577
	Bethel Census Area	Toksook Bay	99637
	Bethel Census Area	Tuluksak	99679
	Bethel Census Area	Tuntutuliak	99680
	Bethel Census Area	Tununak	99681
	Bethel Census Area	Upper Kalskag	99607
	Wade Hampton Census Area	Alakanuk	99554
	Wade Hampton Census Area	Chevak	99563
	Wade Hampton Census Area	Emmonak	99581
	Wade Hampton Census Area	Hooper Bay	99604
	Wade Hampton Census Area	Kotlik	99620
	Wade Hampton Census Area	Marshall	99585
	Wade Hampton Census Area	Mountain Village	99632

	Wade Hampton Census Area	Nunam Iqua same as Sheldon Point	99666
	Wade Hampton Census Area	Pilot Station	99650
	Wade Hampton Census Area	Pitkas Point	99658
	Wade Hampton Census Area	Russian Mission	99657
	Wade Hampton Census Area	Scammon Bay	99662
	Yukon–Koyukuk Census Area	Shageluk***	99665
	Wade Hampton Census Area	St. Marys	99658
	Yukon–Koyukuk Census Area	Anvik***	99557
	Yukon–Koyukuk Census Area	Grayling***	99590
Bristol Bay, Lake & Peninsula Boroughs	Yukon–Koyukuk Census Area	Holy Cross***	99602
	Bristol Bay Borough	King Salmon	99613, 99549
Dillingham Census Area	Bristol Bay Borough	Naknek	99633
	Bristol Bay Borough	South Naknek	99670
	Dillingham Census Area	Aleknagik	99555
	Dillingham Census Area	Clark's Point	99569
	Dillingham Census Area	Dillingham	99576
	Dillingham Census Area	Ekwok	99580
	Bethel Census Area	Goodnews Bay	99589
	Dillingham Census Area	Koliganek	99576
	Dillingham Census Area	Manokotak	99628
	Dillingham Census Area	New Stuyahok	99636

	Dillingham Census Area	Togiak	99678
	Dillingham Census Area	Twin Hills	99576
	Lake and Peninsula Borough	Chignik	99548,99564,
	Lake and Peninsula Borough	Chignik Lagoon	99565
	Lake and Peninsula Borough	Chignik Lake	99548
	Lake and Peninsula Borough	Egegik	99579
Services are under sub-contract with South Central Foundation	Lake and Peninsula Borough	Igiugig	99613
Services are under sub-contract with South Central Foundation	Lake and Peninsula Borough	Iliamna	99606,99647
	Lake and Peninsula Borough	Ivanoff Bay	99576
Services are under sub-contract with South Central Foundation	Lake and Peninsula Borough	Kokhanok	99606
	Lake and Peninsula Borough	Levelock	99625
Services are under sub-contract with South Central Foundation	Lake and Peninsula Borough	Newhalen	99606
Services are under sub-contract with South Central Foundation	Lake and Peninsula Borough	Nondalton	99640
Services are under sub-contract with South Central Foundation	Lake and Peninsula Borough	Pedro Bay	99647
	Lake and Peninsula Borough	Perryville	99648
	Lake and Peninsula Borough	Pilot Point	99649
	Lake and Peninsula Borough	Port Alsworth	99653
	Lake and Peninsula Borough	Port Heiden	99549
	Lake and Peninsula Borough	Ugashik	099649
Denali/SE Fairbanks/YK Census Areas			
	Denali Borough	McKinley Nat Park (Denali Nat Park)	99755

	Southeast Fairbanks Census Area	Eagle	99738
	Southeast Fairbanks Census Area	Healy Lake	99737
	Southeast Fairbanks Census Area	Northway	99764
	Southeast Fairbanks Census Area	Tanacross	99776
	Southeast Fairbanks Census Area	Tetlin	99779
	Yukon–Koyukuk Census Area	Alatna	99720
	Yukon–Koyukuk Census Area	Allakaket	99720
	Yukon–Koyukuk Census Area	Arctic Village	99558
	Yukon–Koyukuk Census Area	Beaver	99724
	Yukon–Koyukuk Census Area	Bettles	99726
	Yukon–Koyukuk Census Area	Birch Creek	99740
	Yukon–Koyukuk Census Area	Canyon Village	99740
	Yukon–Koyukuk Census Area	Chalkyitsik	99788
	Yukon–Koyukuk Census Area	Evansville	99726
	Yukon–Koyukuk Census Area	Fort Yukon	99740,99788
	Yukon–Koyukuk Census Area	Galena	99741
	Yukon–Koyukuk Census Area	Hughes	9975
	Yukon–Koyukuk Census Area	Huslia	99746
	Yukon–Koyukuk Census Area	Kaltag	99748

	Yukon–Koyukuk Census Area	Koyukuk	99754
	Yukon–Koyukuk Census Area	Lake Minchumina	99757
	Yukon–Koyukuk Census Area	McGrath	99627,99675, 99691
	Yukon–Koyukuk Census Area	Medfra	99629
	Yukon–Koyukuk Census Area	Nikolai	99761
	Yukon–Koyukuk Census Area	Nulato	99765
	Yukon–Koyukuk Census Area	Rampart	99656
	Yukon–Koyukuk Census Area	Ruby	99768
	Yukon–Koyukuk Census Area	Stevens Village	99774
	Yukon–Koyukuk Census Area	Takotna	99675
	Yukon–Koyukuk Census Area	Tanana	99777
	Yukon–Koyukuk Census Area	Telida	99695
	Yukon–Koyukuk Census Area	Venetie	99781
	Yukon–Koyukuk Census Area	Wiseman	997
Fairbanks North Star Borough	Fairbanks North Star Borough	Eielson AFB	99702
	Fairbanks North Star Borough	Ester	99725
	Fairbanks North Star Borough	Fairbanks	99701-5, 99714, 99716, 99734
	Fairbanks North Star Borough	Fort Wainwright	99703
	Fairbanks North Star Borough	Moose Creek	99705
	Fairbanks North Star Borough	North Pole	99705
	Fairbanks North Star Borough	Salcha	99714

	Fairbanks North Star Borough	Two Rivers	99716
Southeast: Haines	Haines Borough	Haines	99827
Juneau City, Ketchikan Gateway,	Haines Borough	Klukwan	99827
Sitka City, Skagway, Wrangell City,	Hoonah–Angoon Census Area	Angoon	99744
and Yakutat City Boroughs	Hoonah–Angoon Census Area	Elfin Cove	99825
Hoonah-Angoon,	Hoonah–Angoon Census Area	Gustavus	99826
Petersburg, Prince of Wales-Hyder,	Hoonah–Angoon Census Area	Hoonah	99829
Census Areas including Metlakatla	Hoonah–Angoon Census Area	Pelican	99832
	Hoonah–Angoon Census Area	Tenakee Springs	99841
	Ketchikan Gateway Borough	Saxman	99901
	Ketchikan Gateway Borough	Ward Cove	99928
	Petersburg Census Area	Kake	99830
	Petersburg Census Area	Petersburg	99833
	Petersburg Census Area	Port Alexander	99836
	Prince of Wales – Hyder Census Area	Coffman Cove	99918
	Prince of Wales – Hyder Census Area	Craig	99921
	Prince of Wales – Hyder Census Area	Edna Bay	99901,99950
	Prince of Wales – Hyder Census Area	Hydaburg	99922
	Prince of Wales – Hyder Census Area	Hyder	99923
	Prince of Wales – Hyder Census Area	Kasaan	99901,99950

	Prince of Wales – Hyder Census Area	Klawock	99925
	Prince of Wales – Hyder Census Area	Metlakatla	99926
	Prince of Wales – Hyder Census Area	Point Baker	99927
	Prince of Wales – Hyder Census Area	Thorne Bay	99919
	Skagway Borough	Skagway	99840
	Wrangell City and Borough	Meyers Chuck	99903
	Wrangell City and Borough	Wrangell	99929
	Yakutat City and Borough	Yakutat City and Borough	99689
	Juneau-Ketchikan Gateway	Juneau	99801, 99811
	Juneau-Ketchikan Gateway	Douglas	99812, 99824
	Juneau-Ketchikan Gateway	Ketchikan	99901
Mat-Su/Kenai Peninsula Boroughs	Kenai Peninsula Borough	Halibut Cove	99603
	Kenai Peninsula Borough	Port Graham	99603
	Kenai Peninsula Borough	Seldovia	99663
	Kenai Peninsula Borough	Tyonek	99682
	Matanuska-Susitna Borough	Big Lake	99623
	Matanuska-Susitna Borough	Chickaloon	99674
	Matanuska-Susitna Borough	Houston	99694, 99623
	Matanuska-Susitna Borough	Palmer	99645
	Matanuska-Susitna Borough	Skwentna	99667
	Matanuska-Susitna Borough	Talkeetna	99676

	Matanuska-Susitna Borough	Wasilla	99623, 99629, 99654, 99687
	Matanuska-Susitna Borough	Trapper Creek	99683
	Matanuska-Susitna Borough	Willow	99688
Kodiak Island Borough	Kodiak Island Borough	Akhiok	99615
	Kodiak Island Borough	Aleneva	99615
	Kodiak Island Borough	Chiniak	99615
	Kodiak Island Borough	Karluk	99608
	Kodiak Island Borough	Larsen Bay	99624
	Kodiak Island Borough	Old Harbor	99643
	Kodiak Island Borough	Ouzinkie	99644
	Kodiak Island Borough	Port Lions	99550
Nome Census Area	Nome Census Area	Brevig Mission	99785
	Nome Census Area	Diomedes	99762
	Nome Census Area	Elim	99739
	Nome Census Area	Gambell	99742
	Nome Census Area	Golovin	99762
	Nome Census Area	Koyuk	99753
	Nome Census Area	Little Diomedes	99762
	Nome Census Area	Nome	99762
	Nome Census Area	Saint Michael	99659
	Nome Census Area	Savoonga	99769
	Nome Census Area	Shaktoolik	99771
	Nome Census Area	Shishmaref	99773
	Nome Census Area	Stebbins	99671
	Nome Census Area	Teller	99778
	Nome Census Area	Unalakleet	99684
	Nome Census Area	Wales	99783
	Nome Census Area	White Mountain	99784
North Slope Borough	North Slope Borough	Anaktuvuk Pass	99721

	North Slope Borough	Atkasuk	99791
	North Slope Borough	Barrow	99723
	North Slope Borough	Kaktovik	99747
	North Slope Borough	Nuiqsut	99789
	North Slope Borough	Point Lay	99759
	North Slope Borough	Wainwright	99782
Northwest Arctic Borough	Northwest Arctic Borough	Ambler	99786
	Northwest Arctic Borough	Buckland	99727
	Northwest Arctic Borough	Deering	99736
	Northwest Arctic Borough	Kiana	99749
	Northwest Arctic Borough	Kivalina	99750
	Northwest Arctic Borough	Kobuk	99751
	Northwest Arctic Borough	Kotzebue	99752
	Northwest Arctic Borough	Noatak	99671
	Northwest Arctic Borough	Noorvik	99763
	Northwest Arctic Borough	Point Hope	99766
	Northwest Arctic Borough	Selawik	99770
	Northwest Arctic Borough	Shungnak	99773
Valdez / Cordova Census Area	Valdez–Cordova Census Area	Chenega Bay	99574
	Valdez–Cordova Census Area	Cordova / Eyak	99574,99677
	Valdez–Cordova Census Area	Tatitlek	99677

	Valdez–Cordova Census Area	Valdez	99686
	Valdez–Cordova Census Area	Chitina	99566
	Valdez–Cordova Census Area	Copper Center	99573
	Valdez–Cordova Census Area	Gakona	99586
	Valdez–Cordova Census Area	Glennallen	99588
	Valdez–Cordova Census Area	Gulkana	99586
	Valdez–Cordova Census Area	Mentasta Lake	99780
	Valdez–Cordova Census Area	Paxson	99737
	Valdez–Cordova Census Area	Slana	99586
	Valdez–Cordova Census Area	Tazlina	99588
	Valdez–Cordova Census Area	Tonsina	99573
	Valdez–Cordova Census Area	Whittier	99692

Policy Title	ADJUNCTIVE DOCUMENTATION OF RESIDENCY	Item	ADJUNCTIVE DOCUMENTATION OF RESIDENCY
Policy Number	ELG 2.2.2	Effective Date	July 2014

Purpose

To define the term “adjunctive documentation” and provide instances when it’s use is allowed for verifying that the Alaska WIC Program residency requirement is met.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(vi)(A)
 - page 371

Policy

Adjunctive Documentation of Residency

Local Agencies may accept adjunctive documentation of residency for any applicant who documents that he/she is:

- Certified as fully eligible to receive Supplemental Nutrition Assistance Food Program (SNAP) in Alaska
- Certified as fully eligible or presumptively eligible pending completion of the eligibility determination process, to receive assistance from the Alaska Temporary Assistance Program (ATAP).
- Certified as fully eligible, or presumptively eligible pending completion of the eligibility determination process, to receive assistance under Medicaid, including Denali KidCare

In these situations, a separate residency determination does not need to be made by WIC staff to determine WIC residency eligibility, because these programs all require documentation of residency. Individuals are required to document that they, or a family member, are certified as eligible for one or more of these programs by providing the following documentation:

- SNAP- envelope with name, address and date, or a current dated notice from the Division of Public Assistance, with name, address and date, indicating they are currently receiving SNAP benefits, or direct contact by calling the Division of Public Assistance to verify current SNAP enrollment
- ATAP- letter of verification and printout of benefits, with name, address, and date
- Medicaid- Medicaid card with name and month of participation

Policy Title	APPLICANTS WITHOUT HOUSING	Item	APPLICANTS WITHOUT HOUSING
Policy Number	ELG 2.2.3	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define when a homeless individual meets the Alaska WIC Program residency requirement and may be provided WIC benefits and a homeless food package.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (m)(1)
 - page 380

Policy

Applicants Without Housing

Homeless applicants physically residing in Alaska meet the residency requirement. A homeless applicant is defined as a person who lacks a fixed and regular nighttime residence, or whose primary nighttime residence is:

- A supervised publicly or privately operated shelter (including welfare hotel, congregate shelter, or shelter for victims of domestic violence).
- An institution that provides a temporary residence for individuals.
- A temporary accommodation in the residence of another individual.
- A public or private place not designed for, or ordinarily used as a regular accommodation for human beings.
- A tent or other camp.
- A vehicle.

The Local Agency should evaluate the individual circumstances of applicants who are without housing to insure appropriate prescription of food items, e.g., availability of adequate storage, cooking facilities. Special food packages for the homeless may be prescribed.

In SPIRIT a homeless check box is available to select for clients that meet the above criteria. This must be selected to have the system assign the “Homeless” risk factor 801. The “Homeless” default food package will include boiled eggs and UHT milk. If the homeless situation does not necessitate the “homeless” foods from the food package, tailoring can be done to accommodate the client’s preference.

Policy Title	APPLICANTS IN A FACILITY FOR THE HOMELESS	Item	APPLICANTS IN A FACILITY FOR THE HOMELESS
Policy Number	ELG 2.2.4	Effective Date	7/7/2015

Purpose

To provide direction for providing WIC benefits to homeless applicants living in homeless facilities.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.12(u)(2)
 - page 383

Policy

Applicants in a Facility for the Homeless

Homeless applicants who reside in a homeless facility or shelter that does not serve congregate meals are eligible for certification if they meet other certification requirements. If a facility does have a meal service, persons meeting WIC certification criteria, can receive WIC if the homeless facility meets the following conditions with respect to resident WIC participants:

- WIC supplemental foods are to be consumed only by the WIC participant(s).
- The homeless facility does not accrue financial or in-kind benefit from a person's participation in the Program.
- The facility places no constraints on the ability of the participant to partake of the supplemental foods and nutrition education available under the Program.

Local Agencies should provide information on program availability and eligibility requirements to institutions and shelters for the homeless. Local Agencies are **required** to establish a Memorandum of Understanding between the homeless facility and the local WIC office to comply with these federal regulations **or visit annually to provide outreach materials and to ensure the facility is still in compliance with the above criteria.** A sample Memorandum of Understanding (MOU) is supplied at the end of this policy.

**MEMORANDUM OF UNDERSTANDING
FOR RESIDENT WIC PARTICIPANTS**

Between

THE ALASKA WOMEN, INFANTS, AND CHILDREN PROGRAM

And

XXX SHELTER OR HOMELESS FACILITY

PARTIES TO AGREEMENT:

This document is to serve as a Memorandum of Understanding (MOU) between the Alaska Women, Infants, and Children (WIC) Program and _____ Facility.

Alaska WIC agrees to:

- Provide information on program availability and eligibility requirements to institutions and shelters for the homeless.
- Provide statistical information on the numbers of WIC clients statewide.
- Renew the MOU annually to ensure continued compliance with the conditions set forth in this MOU.

Facility agrees to:

- Not accrue financial or in-kind benefit from a person's participation in the Program.
- Foods provided by the WIC Program are not subsumed into a communal food service, but are available exclusively to the WIC participant for whom they were issued.
- The homeless facility places no constraints on the ability of the participant to partake of the supplemental foods and nutrition education available under the Program.
- Inform the State of Alaska WIC Program if it ceases to meet any of these conditions.
- Refer potential participant(s) to the WIC Program.

TERMS OF AGREEMENT:

The term of this agreement shall be Month, Year to Month, Year.

Signed by:

Signature _____ Date _____
WIC

Signature _____ Date _____
Facility Manager



Alaska WIC Policy

Policy Title	MIGRANT WORKERS	Item	MIGRANT FARM WORKERS
Policy Number	ELG 2.2.5	Effective Date	January 30, 2013 (re-formatted)

Purpose

To provide direction for assessing the WIC Program residency requirement when providing WIC benefits to migrant farm workers.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart A- General- Definitions
 - 246.2
 - page 352 (migrant farm worker)

Policy

Migrant Workers

A migrant worker is an individual whose principal employment is in agriculture on a seasonal basis, who has been so employed within the last 24 months, and who establishes, for the purposes of such employment, a temporary residence. Loggers, seasonal fishermen and cannery workers are considered migrant workers if they meet these criteria.



Alaska WIC Policy

Policy Title	INCARCERATED WOMEN	Item	INCARCERATED WOMEN
Policy Number	ELG 2.2.6	Effective Date	January 30, 2013 (re-formatted)

Purpose

To provide direction for assessing provision of WIC Program benefits to women who are incarcerated.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart D- Participant Benefits- Supplemental Foods
 - 246.10 (b)(2)(ii)(D)
 - page 385

Policy

Incarcerated Women

Incarcerated pregnant or postpartum women are not eligible to enroll in WIC until they are released, because inmates are provided with institutional meals and would not routinely have individual kitchen privileges. Local Agencies should provide incarcerated women with WIC outreach materials containing information on program benefits. The information should be given to each institution's nursing office for distribution to inmates. Outreach materials should include WIC clinic addresses and telephone numbers to facilitate contact with release after women are released.

Eligible infants and children of incarcerated women may be enrolled in WIC by the children's current guardian.



Alaska WIC Policy

Policy Title	PROOF OF IDENTITY	Item	PROOF OF IDENTITY: VISUAL RECOGNITION: WHAT CONSTITUTES REASONABLE PROOF
Policy Number	ELG 2.3	Effective Date	January 30, 2013 (re-formatted)

Purpose

To provide direction on the requirement for Local Agency WIC staff to obtain proof of identity for each individual being certified.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (c)(2)(i)
 - page 366-367

Policy

Proof of Identity

Local Agency staff must check the identity of each participant at certification and of each participant, parent, guardian or proxy when issuing warrants.

Visual Recognition

Visual personal recognition of participants, parents, guardians, or proxies by WIC staff at issuance of warrants or recertification is allowed once initial proof of identity has been made at the first certification.

What Constitutes Reasonable Proof

For an infant or child:

- An immunization **record or documentation in SPIRIT that verification was conducted through VacTrAK and the dropdown list selection of “VacTrAK ID” selected**
- Birth certificate or
- Birth Card or record
- Crib card
- Delivery Care/Record
- DKC/Medicaid
- Health professional
- Health record
- Personal Recognition (Recertification Only)
- Rural Representative Verified



Alaska WIC Policy

For women:

Optimal forms of identity are:

- Photo identity such as a current driver's license, military ID or passport

Other acceptable forms include:

- Documentation of participation in Medicaid (including Denali KidCare)
- Native Corporation Card
- Green Card
- Health professional
- Health record
- A work or school identity card
- Pay stubs
- Voter registration card
- Birth Card or record
- Birth certificate
- Health or hospital records or immunization records
- Personal Recognition (Recertification Only)
- Rural Representative Verified
- Social Security Card
- State ID

A victim of theft, loss, disaster, a homeless individual, or a migrant worker who may have no proof of identity may sign a written statement attesting to their identity, using the No Proof Form at the end of this policy. When no proof of identity exists, select "No Proof Exists" in the SPIRIT drop down for identity and issue benefits as normal for the certification.

In SPIRIT, clinic staff selects "Pending Proof" from the "ID Proof" drop-down menu if they wish to certify a participant without proof of identity at the certification appointment. The alert feature is set to remind clinic staff about the pending proof required.

A temporary 30-day issuance of benefits is allowed when identity proof is pending. Identity proof must be completed within 30 days for additional benefits to be issued.



Alaska WIC Policy

Policy Title	DOCUMENTATION OF RESIDENCY & IDENTITY	Item	DOCUMENTATION OF RESIDENCY & IDENTITY
Policy Number	ELG 2.4	Effective Date	February 2016

Purpose

To provide direction on the requirement for Local Agency WIC staff to document that proof of identity was verified for each individual being certified.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (c)(2)(i)
 - page 366-367

Policy

Documentation of Residency and Identity

Rural Participants

The Health Care Provider (HCP) must complete and write their name in the HCP box at the bottom of the first page of the WIC application. A photocopy of documents in the participant's file is optional. Select the proper identification and residency proofs in the computer system that were viewed which validates residency and identity.

On-Site Participants

Notation of the type of document viewed is required. Select the proper identification and residency proof in the computer system that were viewed which validate residency and identity.

An applicant with no proof of identity and/or residency must sign a statement attesting to his or her identify and residency, using the No Proof Form at the end of this policy. This must include a brief notation explaining why the applicant could not produce proof of identity or residency.



Alaska WIC Policy

Policy Title	PHYSICAL PRESENCE REQUIREMENT	ITEM	PHYSICAL PRESENCE REQUIREMENT
Policy Number	ELG 2.5	Effective Date	February, 2016

Purpose

To provide direction on the requirement for individuals who apply for the WIC Program to be physically present at certification and recertifications.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (o)(1)
 - page 389

Policy

Physical Presence Requirement

WIC regulations require individuals who apply for participation in the WIC Program to be physically present at the initial WIC certification and subsequent recertifications, except in certain limited circumstances. Clinic staff is required to state whether the participant is physically present with the CPA for the certification appointment. If the participant is not present a reason must be selected from the Reason Not Present drop down menu.

Participants who live in rural sites and are seen in a clinic from a rural community, the clinic staff or public health nurse is able to verify that the participant has been seen in person. In these “remote” cases, the staff or public health nurse is verifying the physical presence and the WIC clinic staff should mark “Yes” within SPIRIT verifying physical presence.

Exceptions to this requirement may be allowed for:

- individuals whose disabilities cause them to be unable to be physically present at the WIC clinic because of:
 - (1) A medical condition that necessitates the use of medical equipment that is not easily transportable;
 - (2) A medical condition that requires confinement to bed rest; or
 - (3) A serious illness that may be exacerbated by coming in to the clinic.

Exceptions may also be allowed if physical presence would present an unreasonable barrier to participation for certain infants and children. Physical presence is not required in the following situations:

An infant or child:



Alaska WIC Policy

- Who was present at his/her initial WIC certification; and
- Has a documented ongoing health care from a provider including the Local Agency; or

An infant or child:

- Who was present at his/her initial WIC certification; and
- Was present at a WIC certification or recertification determination within the one year period on the date of the most recent certification or recertification determination; and
- Is under the care of one or more working parents or one or more primary caregivers whose working status presents a barrier to bringing the child to the WIC clinic; or
- For infants under 8 weeks of age who cannot be present at the time of certification (for a reason determined appropriate by the Local Agency), whose necessary certification information is provided.

For persons mailing applications to a WIC clinic from a rural community, the public health nurse or village health worker assisting with the WIC certification is to verify that the applicant has been seen in person. In these “remote” cases, the staff or public health nurse is verifying the physical presence and the WIC clinic staff should mark “Yes” within SPIRIT verifying physical presence.

If the certifier allows an exception for one of the reasons listed above, this will be noted by the certifier in the computer.



Alaska WIC Policy

Policy Title	INCOME ELIGIBILITY GUIDELINES	Item	INCOME ELIGIBILITY GUIDELINES (TABLE)
Policy Number	ELG 2.6	Effective Date	July, 2016

Purpose

To provide Alaska WIC income eligibility guidelines for individuals who apply for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(1)
 - page 367

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart A- General- Definitions
 - 246.2
 - page 354 (poverty guidelines)

Policy

Income Eligibility Guidelines

It must be documented that an applicant's income is at or below 185% of the current federal poverty level, unless the applicant is already certified for:

- Medicaid (including Denali KidCare)
- Food Stamps
- Alaska Temporary Assistance Program (ATAP- formerly known as AFDC).

The SPIRIT computer system is programmed to calculate incomes for multiple payment intervals. The income eligibility guidelines are in effect for the period of July 1st of the current year to June 30th of the following year.



Alaska WIC Policy

WIC Income Eligibility Guideline Table

WIC Income Eligibility Guidelines					
(Effective from July 1, 2018 to June 30, 2019)					
Household Size	Annually	Monthly	Twice-Monthly	Bi-Weekly	Weekly
ALASKA					
1	\$28,083	\$2,341	\$1,171	\$1,081	\$541
2	\$38,073	\$3,173	\$1,587	\$1,465	\$733
3	\$48,063	\$4,006	\$2,003	\$1,849	\$925
4	\$58,053	\$4,838	\$2,419	\$2,233	\$1,117
5	\$68,043	\$5,671	\$2,836	\$2,618	\$1,309
6	\$78,033	\$6,503	\$3,252	\$3,002	\$1,501
7	\$88,023	\$7,336	\$3,668	\$3,386	\$1,693
8	\$98,013	\$8,168	\$4,084	\$3,770	\$1,885



Alaska WIC Policy

WIC Income Eligibility Guidelines					
(Effective from July 1, 2018 to June 30, 2019)					
Household Size	Annually	Monthly	Twice-Monthly	Bi-Weekly	Weekly
ALASKA					
9	\$108,003	\$9,001	\$4,501	\$4,154	\$2,077
10	\$117,993	\$9,833	\$4,917	\$4,539	\$2,270
11	\$127,983	\$10,666	\$5,333	\$4,923	\$2,462
12	\$137,973	\$11,498	\$5,749	\$5,307	\$2,654
13	\$147,963	\$12,331	\$6,166	\$5,691	\$2,846
14	\$157,953	\$13,163	\$6,582	\$6,076	\$3,038
15	\$167,943	\$13,996	\$6,998	\$6,460	\$3,230
16	\$177,933	\$14,828	\$7,414	\$6,844	\$3,422
Each Add'l	\$9,990	\$833	\$417	\$385	\$193

These guidelines are revised each year. The new guidelines are sent annually to all local agencies by the state WIC office. The revised guidelines are put into the SPIRIT computer system annually by the state WIC office.



Alaska WIC Policy

Policy Title	DEFINITION OF INCOME (INCLUSIONS & PFD)	Item	DEFINITION OF INCOME (INCLUSIONS & PFD)
Policy Number	ELG 2.6.1	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define what is counted (included) as income when assessing (calculating) income eligibility for individuals who apply for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(ii) (A-L)
 - page 368

Policy

Definition of Income

Income is defined as monetary compensation for services. It includes net income from self-employment after the deduction of business expenses. Both income levels and family size are critical components of the WIC income eligibility process. Family size and income must be recorded in the participant's file.

Income is calculated as gross cash income before deductions for income taxes, employee's social security taxes, insurance premiums, child support, bonds, and similar payments. It includes the following:

- Monetary compensation for services, including wages, salary, commissions, or fees.
- Net income from farm and non-farm self-employment.
- Dividend payments received from Alaskan Native/Tribal Corporations.
- Social Security.
- Dividends or interest on savings or bonds, income from estates or trusts or net rental income.
- Public assistance or welfare payments.
- Government civilian employee or military retirement or pensions or veteran's payments.
- Unemployment compensation, workman's compensation for lost income, and severance pay.
- Private pensions or annuities, lump sum payments such as gifts, inheritances, and lottery winnings.
- Alimony or child support payments.
- Regular contributions from persons not living in the household.
- Net royalties.
- Student financial aid used for room, board, and/or dependent care expenses.



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- Other cash income. Other cash income would include, but would not be limited to, Permanent Fund Dividends.
- Cash amounts received or withdrawn from any source including saving, investments, trust accounts, and other resources which are readily available to the family.

Alaska Permanent Fund Dividend (PFD)

The Alaska Permanent Fund Dividend (PFD) should be counted for WIC eligibility as part of annual income.



Alaska WIC Policy

Policy Title	EXCLUSIONS OF INCOME	Item	EXCLUSIONS OF INCOME
Policy Number	ELG 2.6.2	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define what is not counted (excluded) as income when assessing (calculating) income eligibility for individuals who apply for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(iv)(A)(1-35)
 - page 368-370

Policy

Exclusions from Income

When determining eligibility for the WIC Program, income or benefits from the following programs are not considered income:

- Benefits which are of value but are not provided in the form of cash (in-kind benefits)
- Military off-base housing allowance: Basic Allowance for Housing (BAH)
- Military Cost of Living (COLA) allowance
- Basic Allowance for Quarters (BAQ)
- Variable Housing Allowance Housing (VHA)
- Family Separation Housing (FSH)
- Overseas Housing Allowance (OSA)
- Cost of Living Allowance (COLA)
- Mandatory salary reductions for the GI Bill
- Family Subsistence Supplemental Allowance (FSSA)
- Pay and Allowance Continuation for Wounded, Ill, and Injured (PAC) should not be counted when determining WIC income eligibility. Continuation of pays during hospitalization and rehabilitation resulting from wounds, injury, or illness incurred while on duty in a hostile fire area or exposed to an event of hostile fire or other hostile action.
- Hazardous Duty Pay
- Hardship Duty Pay
- Combat Pay
- Hardship Duty Subject to Hostile Fire or Imminent Danger Pay
- Other related “Combat Pay” items not listed above should be referred back to the State WIC Office for further clarification
- Total amount of federal refund received after December 31, 2009 – regardless of whether the refund is the result of a refundable credit, over-withholding, or both – is disregarded



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as income and resources in the month received. The resource exclusion lasts for 12 months.

- Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L. 91-646, Sec. 216, 42 U.S.C. 4636).
- Any payment to volunteers under Title I (VISTA) and Title II (Retired Senior Volunteers Program, Senior Companions Program, and Foster Grandparents Program) of the Domestic Volunteer Act of 1973.
- Payment to volunteers under section 8(b)(1)(B) of the Small Business Act (Services Corps of Retired Executives and Active Corps of Executives).
- Income derived from certain submarginal land of the United States which is held in trust for certain Indian tribes (Pub. L. 94-114, Sec. 6, 25 U.S.C. 459e).
- Payments received under the Job Training Partnership Act (Pub. 97-300, Sec. 142(B), 29 U.S.C. 1552 (b). Example, Adult and Youth Training Programs, Summer Youth Employment and Training Programs, Dislocated Worker Programs, Programs for Native Americans, Migrant and Seasonal Farmworkers Program, Veterans Employment Program, and Job Corp.
- Income derived from the disposition of funds to the Grand River Band of Ottawa Indians (Pub. L. 94-540, Sec. 6).
- Payments received under the Alaska Native Claims Settlement Act (Pub. L. 94-204, Sec. 4(A), 43 U.S.C. 1626).
- The value of assistance to children or their families under the National School Lunch Act as amended, the Child Nutrition Act of 1966, the Food Stamp Act of 1977 (National School Lunch Program, Special Milk Program, School Breakfast Program, Summer Food Service Program, Child and Adult Care Program, Food Stamp Program, and Food Distribution Program on Indian Reservations).
- Payments by the Indian Claims Commission to the Confederated Tribes and Bands of the Yakima Indian Nation or the Apache Tribe of the Mescalero Reservation (Pub. L. 95-433, Sect. 6, (c), 25 U.S.C. 609c-1).
- Payments to the Passamaquoddy Tribes and Penobscot nation or any of their members received pursuant to the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96-420, Sect. 6, 9(c), 25 U.S.C. 609c-1).
- Payments under the Low-income Home Energy Assistance Act, as amended (P.L. 99-125).
- Student Financial assistance received from any program funded in whole or in part under Title IV of the Higher Education Act of 1965 (Pell Grant, Supplemental Education Opportunity Grant, State Student Incentive Grants, Perkins Loans, Plus Loans, College Work Study, Stafford Loans, Supplemental Loans for Students, and Byrd Honor Scholarship). The money must be used towards tuition and fees; costs for rental or purchase of any equipment, materials, or supplies required of all students in the same course of study; and miscellaneous personal expenses. A student receiving assistance from any of the above mentioned programs must be attending classes at least on a half time basis.



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- Payments under the Disaster Relief Act of 1974, as amended by the Disaster Relief and Emergency Amendments of 1989.
- Payments pursuant to the Agent Orange Compensation Exclusion Act.
- Payments received for War-time Relocation of Civilians under the Civil Liberties Act of 1988 (Japanese Internment Camps).
- The value of any child care payments made under section 402 (g)(1)(E) of the Social Security Act, as amended by the Family Support Act (AFDC Child Care Program, Title VI A Child Care Program, and JOBS Child Care Program).
- The value of any "at-risk" block grant child care payments made under section 5081 of P.L. 101-508 (At-Risk Child Care Program).
- Mandatory salary reduction amount for military service personnel which is used to fund the Veteran's Educational Assistance Act of 1984 (GI Bill), as amended.
- Payments received under the Cranston-Gonzales National Affordable Housing Act, unless the income of the family equals or exceeds 80 percent of the median income of the area;.
- Payments received under the Housing and Community Development Act of 1987, unless the income of the family increases at any time to not less than 50 percent of the median income of the area.
- Payments received under the Sac and Fox Indian claims agreement.
- Payments received under the Judgment Award Authorization Act as amended.
- Payments for the relocation assistance of members of Navajo and Hopi Tribes.
- Payments to the Turtle Mountain Band of Chippewas, Arizona.
- Payments to the Blackfeet, Grosventre, and Assiniboine tribes (Montana) and the Papago (Arizona).
- Payments to the Assiniboine Tribe of the Fort Belknap Indian community and the Assiniboine Tribe of the Fort Peck Indian Reservation (Montana).
- Payments to the Red Lake Band of Chippewas.
- Payments received under the Saginaw Chippewa Indian Tribe of Michigan Distribution of Judgment Funds Act.
- Payments to the Chippewas of Mississippi.
- Lump sum payments such as reimbursements received from insurance companies for loss or damage of real or personal property (such as a home or a car) and payments that are intended for a third party to pay for a specific expense (such as payment of medical bills resulting from an accident or injury).
- Payments received under the Old Age Assistance Claims Settlement Act, except for per capita shares in excess of \$2,000, as income exclusion.
- The value of any child care and development block grant program payments, as amended in 1992.
- Payments received under the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990 (Pub L. 101-392, sec. 501, 20 U. S. C. sec. 2466d)."
- The Family Subsistence Supplemental Allowance (FSSA) payment provided by the Department of Defense (DoD) to low-income members of the Armed Forces.



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- Payments received under the National Flood Insurance Program (NFIP) for flood mitigation activities.
- Short-term, non-secured loans. Loans to which the applicant does not have constant or unlimited access. Funds from loans are not to be counted as income because they are only temporarily available and must be repaid.
- Rebates from the Economic Stimulus Act of 2008 shall not be taken into account as income for purposes of determining the eligibility of individual(s) for WIC income determination.
- Energy Rebate for 2008.



Alaska WIC Policy

Policy Title	INCOME DETERMINATION (PROOF) REQUIRED	Item	INCOME DETERMINATION (PROOF) REQUIRED
Policy Number	ELG 2.6.3	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define the requirement that all WIC Program applicants are required to report and provide proof of income (or adjunctive eligibility) when applying for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(v)(A-B)
 - page 370

Policy

Income Determination (Proof) Required

All applicants must provide proof of income eligibility or proof of adjunctive eligibility. All questions regarding income eligibility on the application form are to be answered. If the applicant does not know the answer, this should be stated rather than leaving the question unanswered.

Self-declaration, which means the verbal reporting of income by an applicant, is not permitted, except in the special circumstances detailed in the Applicants Lacking Proof of Income policy.

In SPIRIT, clinic staff can:

Copy income records from other household members within the last 30 days as current income information to meet eligibility guidelines.

Specifically copy the relevant income records to the currently viewed participant.

Select “Other” adjunctive eligibility options besides Medicaid or TANF/ATAP if desired.



Alaska WIC Policy

Policy Title	DOCUMENTATION OF INCOME	Item	DOCUMENTATION OF INCOME
Policy Number	ELG 2.6.4	Effective Date	January 30, 2013 (re-formatted)

Purpose

To list the types of proof-of-income that may be accepted for individuals applying for the WIC Program.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(v)(A-B)
 - page 370

Policy

Documentation of Income

Applicants must submit documentation substantiating reported income for all members of the economic unit.

Acceptable forms of documentation include:

- Current paycheck stubs or earnings statements
- W-2 forms with the corresponding income tax return
- Check stubs from unemployment compensation checks
- A letter from the employer or
- Other appropriate documents sufficient for establishing the current family income level of the entire economic unit are acceptable forms of documentation
- Someone in the community (such as a community health representative, social service worker, minister, priest or rabbi) may provide verification of income.

A scanned copy or a photocopy of the actual documentation placed in the participant's file is optimal. Documentation of the viewed proof in SPIRIT is required. Electronically documenting proof constitutes viewing and approving the selected document(s).

This procedure should be followed for both regular and adjunctive eligibility documentation. The documentation in SPIRIT by the WIC staff person is accepted as verification that the staff person examined, and accepted as valid, the documentation provided by the applicant. Notation of the type of document viewed is recorded in SPIRIT along with the name of the WIC staff logged into SPIRIT.



Alaska WIC Policy

Policy Title	INCOME CALCULATION	Item	TEMPORARY INCOME CALCULATION
Policy Number	ELG Temporary	Effective Date	February 2016

Purpose

To provide guidance for manual review of incomes in addition to MIS calculations.

Authority

Federal Regulations: 7CFR Ch. II (1-1-15 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)
 - page 375-379

Policy

Calculating Income Manually

Currently SPIRIT converts all frequencies of income received to an annual amount, which could result in incorrect certification determinations (i.e., when incomes that should be compared to the interval in which they are received are compared to the annual value, there is the possibility of an improper determination of over-income).

In cases where WIC income eligibility screenings fall into the categories below, a manual income screening must take place if SPIRIT calculates the income of the Household to be over the Income Eligibility Guidelines (IGE).

1. Households with one income source or multiple income sources with the same frequency: If a household has only one income source, or if all sources have the same frequency, do not use conversion factors. Compare the income, or the sum of the separate incomes to the published Income Eligibility Guidelines (IEG) for the appropriate frequency and household size.
2. Households with multiple income sources received at more than one frequency: If a household reports income sources at more than one frequency, annualize all income by multiplying weekly income by 52, bi-weekly income by 26, semi-monthly income by 24, monthly income by 12, and adding together all the unrounded, converted values.

For households with more than one frequency the following calculations should be used to annualize all the incomes. Multiply each frequency:

Weekly X 52
 Bi-weekly X 26
 Semi-monthly X 24



Alaska WIC Policy

Monthly X 12

If the manual calculation meets the income guidelines but the SPIRIT calculation, does not, local agencies are to select Adjunctive Eligibility “Other” (General Note/Proofs), enter the correct income calculated manually and complete a note explaining the situation and calculation. Scan copies of document “proofs” into SPIRIT for this situation.

As an example a family of 5 has two incomes; one income is received weekly and the second income is received bi-weekly. The family received 5 Permanent Fund Dividends (PFD) during the year.

Weekly Income = \$500/week

Bi-weekly Income = \$300 /bi-weekly

5 PFD = \$1884

Calculation:

Frequency	Income Amount	Multiplication Factor	Total
Weekly	\$500	52	26,000
Bi-Weekly	\$300	26	\$7,800
Semi-monthly	\$0.0	24	0.0
Monthly	\$0.0	12	0.0
Annual	\$1884	(for this family: 5)	\$9,420
Totals			\$43,220

Add all the unrounded, convert values together.

This family meets the income guidelines by being under the IEG of \$65,712 for a family of 5.



Alaska WIC Policy

Policy Title	ADJUNCTIVE ELIGIBILITY	Item	ADJUNCTIVE ELIGIBILITY
Policy Number	ELG 2.6.5	Effective Date	June, 2018

Purpose

To describe what acceptable forms of adjunctive income eligibility are for individuals applying for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(vi)(A)(1-2)
 - page 371

Policy

Adjunctive Eligibility

Local Agencies must accept as adjunctively income-eligible for the WIC Program any applicant who documents that he/she is:

- Certified as fully eligible to receive Supplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps)
- Certified as fully eligible, or presumptively eligible pending completion of the eligibility determination process, to receive assistance from the Alaska Temporary Assistance Program (ATAP - formerly known as AFDC), or a member of a family that is certified eligible to receive assistance from ATAP
- Certified as fully eligible, or presumptively eligible pending completion of the eligibility determination process, to receive assistance under Medicaid (including Denali Kid Care), or a member of a family in which a pregnant woman or an infant is certified eligible to receive assistance under Medicaid
- Infants born to women who are on Medicaid/DKC during the month of delivery are adjunctively income eligible for WIC up to the infant's first birthday
- Low-income American Indian and non-Indian households that reside on a reservation and households living in approved areas near a reservation that contain at least one person who is a member of a Federally-recognized tribe, are eligible to participate in Food Distribution Program on Indian Reservations (FDPIR). Households are certified based on income and resource standards set by the Federal government, and must be recertified at least every 12 months.

Documentation of Adjunctive Eligibility



Alaska WIC Policy

In these situations, a separate income determination does not need to be made by WIC staff to determine WIC income eligibility. Individuals are required to document that they, or a family member, are certified as eligible for one or more of these programs by providing the following documentation:

- SNAP- SNAP a program ID card (only if it includes dates of eligibility) or notice of current eligibility from the Division of Public Assistance indicating they are currently receiving Food Stamp benefits, or direct contact by calling the Division of Public Assistance
- ATAP- letter of verification and printout of benefits, with name and date
- FDPIR written proof of eligibility for the family.
- Medicaid- Medicaid/DKC card with name and month of participation

It is critical to report income information for all WIC participants—including those who are adjunctively income eligible for WIC—to describe income among the overall WIC population. Therefore, all local agencies must collect and submit income information on those adjunctively eligible. These data are for descriptive purposes only and do not affect eligibility for WIC. Income reported by the participant on the Family Information Form does not have to be verified if proof of Adjunctive Eligibility has already been provided.

Document reported income along with the Adjunctive Eligibility during the CGS in the Income Calculator. Document the Adjunctive eligibility program and select a “proof” in the drop down box.

Under the “Income Information” screen, select “Add Item”. Enter “Payment Frequency” and the amount as normally done in this screen, then select “Adjunctive Eligibility” in the drop down box as “proof of income”.



Alaska WIC Policy

Policy Title	INCOME CERTIFICATION FOR CERTAIN ALASKA NATIVES	Item	INCOME CERTIFICATION FOR CERTAIN ALASKA NATIVES
Policy Number	ELG 2.6.6	Effective Date	June 2018

Purpose

To list those specific Local WIC Agencies that are authorized to use the WIC Alaska Native/American Indian Income Certification system when assessing income eligibility for Native participants applying for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(viii)
 - page 371

Policy

Income Certification for Certain Alaska Natives

Alaska Native and American Indians who reside in the service area of Local Agencies where the majority of the Native households have incomes at or below the State WIC Office income eligibility guidelines may use an income certification system under which the Local Agency informs each Native applicant household, in writing, of the maximum family income allowed for that applicant’s family size.

Prior authorization for using this income certification system must be received from FNS and the State WIC Office. The Local Agency must ensure that the applicant, or the applicant’s parent or caretaker, signs the “WIC Alaska Native/American Indian Income Certification” form found at the end of this policy. This is a statement that the applicant’s family income does not exceed the maximum. The Local Agency may verify the income eligibility of any Native applicant.

The Local Agencies currently authorized to use this income certification system are:

- Maniilaq Association (Excluding Kotzebue)
- Norton Sound Regional Health Corporation (Excluding Nome)
- Tanana Chiefs Conference (Excluding Fairbanks, Tanana, Nenana, Cantwell, and Galena)
- Yukon-Kuskokwim Health Corporation
- Cordova
- Bristol Bay Area Health Corporation
- SEARHC (Excluding Juneau, Ketchikan, Haines, Sitka and Petersburg)



Alaska WIC Policy

Income Certification” form may only be used in the regions listed above where the population located in the village is fewer than 6,500 and not accessible year-around by means of a public road. All Native and non-Native applicants at other Local Agencies must follow the regular income documentation process.



Alaska WIC Policy

This income certification system applies only to Alaska Native and American Indian applicants at these Local Agencies. All non-native applicants at these agencies are required to follow the regular income documentation process. The “WIC Alaska Native/American Indian

WIC Alaska Native/American Indian Income Certification

WIC Alaska Native/American Indian Income Certification

Applicant’s Name _____

If application is for yourself: I am a member of the _____ tribe

If application is for an infant or child: This child is a member of the _____ tribe

Our household income before taking out taxes is: _____ Annual Monthly Twice-Monthly Bi-Weekly Weekly

ALASKA INCOME ELIGIBILITY GUIDELINES

If you are pregnant, add one to Household Size.

(Effective from July 1, 2018 to June 30, 2019)

	Annual	Monthly	Twice-Monthly	Bi-Weekly	Weekly
Household Size					
1	\$28,083	\$2,341	\$1,171	\$1,081	\$541
2	\$38,073	\$3,173	\$1,587	\$1,465	\$733
3	\$48,063	\$4,006	\$2,003	\$1,849	\$925
4	\$58,053	\$4,838	\$2,419	\$2,233	\$1,117
5	\$68,043	\$5,671	\$2,836	\$2,618	\$1,309
6	\$78,033	\$6,503	\$3,252	\$3,002	\$1,501
7	\$88,023	\$7,336	\$3,668	\$3,386	\$1,693
8	\$98,013	\$8,168	\$4,084	\$3,770	\$1,885
9	\$108,003	\$9,001	\$4,501	\$4,154	\$2,077
10	\$117,993	\$9,833	\$4,917	\$4,539	\$2,270
11	\$127,983	\$10,666	\$5,333	\$4,923	\$2,462
12	\$137,973	\$11,498	\$5,749	\$5,307	\$2,654
13	\$147,963	\$12,331	\$6,166	\$5,691	\$2,846
14	\$157,953	\$13,163	\$6,582	\$6,076	\$3,038
15	\$167,943	\$13,996	\$6,998	\$6,460	\$3,230
16	\$177,933	\$14,828	\$7,414	\$6,844	\$3,422
Each Add'l Member Add	\$9,990	\$833	\$417	\$385	\$193

I certify that the family income does not exceed the maximum income for family size as shown in the table above:



Alaska WIC Policy

Signed: _____ Date _____

Policy Title	SELF-DECLARATION (VERBAL REPORTING) OF INCOME	Item	SELF-DECLARATION (VERBAL REPORTING) OF INCOME
Policy Number	ELG 2.6.7	Effective Date	January 30, 2013 (re-formatted)

Purpose

To provide clarification that self-declaration of income is not permitted, when assessing income eligibility for individuals applying for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(v)(C)
 - page 370-371

Policy

Self-Declaration of Income

Self-declaration, the verbal reporting of income by an applicant, is not permitted, except under the following special circumstances:

- Applicants lacking proof of income at certification appointment and
- Applicants reporting zero income.



Alaska WIC Policy

Policy Title	APPLICANTS LACKING PROOF OF INCOME	Item	APPLICANTS LACKING PROOF OF INCOME: NO PROOF FORM
Policy Number	ELG 2.6.8	Effective Date	February 2016

Purpose

To provide the procedures that should be used when a WIC Program applicant does not provide proof of income at time of certification.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(v)(C)
 - page 370-371

Policy

Applicants Lacking Proof of Income at Certification Appointment

WIC staff should clearly communicate to applicants the kinds of information they need to bring to the clinic for review at their first certification appointment. Nevertheless, for “walk-in” applicants and those who fail to bring proof of income to the certification appointment, the following procedures are acceptable:

- If the applicant receives Food Stamps, Medicaid, or ATAP the Local Agency may contact the appropriate social services office to verify that the applicant is adjunctively eligible.
- The Local Agency may inform the applicant of what constitutes acceptable proof of income, make a new certification appointment within the timeframes for meeting certification processing standards, and certify only with income documentation.
- The Local Agency may screen for income eligibility based on self-declaration using the No Proof Form and, if eligible, provide 30 days of food benefits. The Local Agency must require that the appropriate documentation be provided within 30 days for benefits to continue. Local Agency staff must inform the participant that repeated failure to comply with the income documentation requirement is cause for disqualification, suspension, or discontinuation of benefits. If the applicant fails to provide the documentation within the 30-day time limit, or is determined to be over income, the individual shall be determined ineligible and benefits should cease. The applicant would not be required to pay back the benefits received for that one month. If the applicant returns within the 30-day time period with the documentation and found eligible, the applicant should be certified for the certification period beginning with the month benefits were initially provided. The option to receive 30 days of food benefits must not be used if an applicant repeatedly comes to certification appointments or mails application forms without any income documentation.



Alaska WIC Policy

No Proof Form

If the applicant is in a situation unlikely to yield written documentation of income, such as for a homeless woman or child, or a migrant farm worker or person who works for cash, requiring income documentation may pose an unreasonable barrier to participation. Such applicants may self-declare income. The No Proof Form found at the end of this policy must be used for documentation. The documentation must include a statement of why the applicant cannot provide documentation of income, and must be signed and dated by the applicant.

Clinic staff use the alert functions within SPIRIT as a tickler to remind them when a participant is missing a required proof. The alert avoids interruption in benefits for a participant who could be certified for a longer period of time.



Alaska WIC Policy

Policy Title	APPLICANTS REPORTING ZERO INCOME	Item	APPLICANTS REPORTING ZERO INCOME
Policy Number	ELG 2.6.9	Effective Date	February 2016

Purpose

To provide the procedures that should be used when a WIC Program applicant reports they have zero income at time of certification.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(v)(C)
 - page 370-371

Policy

Applicants Reporting Zero Income

All applicants declaring zero income must be thoroughly screened and prompted to describe in detail their living circumstances and how they obtain basic living necessities such as food, shelter, medical care and clothing. WIC staff can assist applicants at truly zero income not only with WIC services but also through referrals to local sources of aid and assistance.

Zero family income is a legitimate situation. However, given WIC’s definition of family size and income, which is a group of related or unrelated persons sharing financial and other resources, applicants declaring zero income should be asked questions such as:

- Where is your family getting food?
- Where is your family living?
- How long has the family been without income?

WIC’s income eligibility process requires determination of income and family size on the basis of the economic unit sharing resources. For example, an unemployed pregnant woman with no personal income living with a friend who provides shelter, water, electricity and food to her in return for her care of the friend’s two children may unintentionally and honestly report zero income as a family or two (herself and her unborn child). In this example, the applicant should be counted as a part of the larger economic unit, that is, a family of five with an income that is the friend’s income.

Applicants truly reporting zero income must be asked to sign a statement attesting that they have no income. The statement must include a description of how the applicant meets basic expenses.



Alaska WIC Policy

In most cases, an applicant's financial circumstances change and they will not remain at zero income indefinitely. Therefore these participants should be asked to bring in documentation of income as soon as they begin to receive any income.



Alaska WIC Policy

Policy Title	INCOME DOCUMENTATION AND ALIEN STATUS	Item	INCOME DOCUMENTATION AND ALIEN STATUS
Policy Number	ELG 2.6.10	Effective Date	January 30, 2013 (re-formatted)

Purpose

To detail procedures used for individuals who have legal alien status and are applying for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (p)
 - page 381

Policy

Income Documentation and Alien Status

Providing income information is a sensitive issue for some people. Individuals who have legal alien status, for example, may feel threatened or unsure about sharing documents with any government agency, for fear that this could affect their immigration status. These applicants should be reassured that all information in their files is confidential and will be used for health and nutrition services purposes only. Immigration status does not affect eligibility for WIC.



Alaska WIC Policy

Policy Title	PUBLIC CHARGE	Item	PUBLIC CHARGE
Policy Number	ELG 2.6.11	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define the term “public charge”, and detail procedures used for individuals who depend on public benefits and are applying for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (p)
 - page 381

Policy

Public Charge

“Public Charge” is a term used by the Immigration and Naturalization who depend on public benefits such as welfare. Depending on a person’s immigration status, the INS can refuse to let that person re-enter the US, or become a permanent resident or citizen, because they are considered a public charge who cannot support themselves.

Applicants should be told that being on WIC does NOT make an alien a public charge. WIC benefits cannot be denied to any aliens who have used WIC, and the INS cannot request that aliens repay any WIC benefits they have received. It is the INS and State Department’s position that receipt of WIC benefits will not have any effect on an individual’s application for immigration or citizenship benefits.

WIC is available to foreign citizens, including foreign students residing in the United States, provided they meet program eligibility requirements. Alien status cannot be a factor in eligibility determination.



Alaska WIC Policy

Policy Title	INCOME DOCUMENTATION AND PRESUMPTIVE ELIGIBILITY	Item	INCOME DOCUMENTATION AND PRESUMPTIVE ELIGIBILITY
Policy Number	ELG 2.6.12	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define the term “presumptive eligibility”, and detail procedures for determining when a pregnant woman applying for the WIC Program meets the requirements.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (e)(1)(v)
 - page 373

Policy

Income Documentation and Presumptive Eligibility

It is important not to confuse income documentation procedures with presumptive eligibility. A pregnant woman who is certified for Medicaid is presumptively eligible to participate in WIC. She may be certified immediately without waiting until a nutritional risk determination is made, but her income eligibility must be determined at the time of initial certification. Only the nutritional risk assessment can be delayed 60 days after the woman is certified for participation.



Alaska WIC Policy

Policy Title	ANNUAL VERSUS CURRENT INCOME	Item	ANNUAL VERSUS CURRENT INCOME
Policy Number	ELG 2.6.13	Effective Date	January 30, 2013 (re-formatted)

Purpose

To detail the procedures used for evaluating current versus annual income for an individual applying for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(i)
 - page 368

Policy

Annual Versus Current Income:

Local Agencies should consider the income of the family during the past twelve months and the family’s current rate of income to determine which indicator more accurately reflects family income status. For example, if adult members of a family are employed in fishing during the summer months, but are unemployed for the rest of the year, the income earned during the summer months should be averaged over the entire 12-month period to determine income eligibility.

Current income is the most recent income data available to the applicant that accurately reflects the household’s financial circumstances. The “current income” is the income received by the household during the month (30 days) prior to the date the application for WIC benefits is made.

If the income assessment is being done prospectively (i.e., the sole support of that family has just been laid off but has been authorized to receive unemployment benefits for the next six months), “current” refers to income that will be available to the family in the next 30 days.



Alaska WIC Policy

Policy Title	MILITARY INCOME	Item	MILITARY INCOME: MILITARY RESERVIST
Policy Number	ELG 2.6.14	Effective Date	January 30, 2013 (re-formatted)

Purpose

To clarify what is and what is not counted as income when assessing income for individuals in the military who are applying for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(iv)(A)(1, 2, 20, 33, 35)
 - page 368, 369, 370

Policy

Military Income:

In determining income eligibility of any applicant whose family contains one or more military members, all gross income should be counted except the value of in-kind housing:

- Basic Allowance for Housing (BAH)
- Family Separation Housing (FSH) and
- Overseas Housing Allowance (OHA)

Basic Allotment for Sustenance (BAS) is considered income.

Also excluded from determining income eligibility is the value of the:

- Cost of Living Allowance (COLA)
 - COLA is not considered income for WIC income verification in Alaska.
- Mandatory salary reductions for the GI Bill and
- Other in-kind benefits.
- Military off-base housing is not considered income.
- Additional monetary allowances provided to military personnel stationed in areas with higher than average housing costs, such as Basic Allowance for Quarters (BAQ) or Variable Housing Allowance (VHA), are not considered income.

If a military family has one or more members stationed overseas or away from home who are receiving additional military compensation such as family separation allowance, and/or foreign duty pay, this is counted as family income. This additional income may only be provided on a temporary basis. If this is the case, the family's income should be averaged over the past 12 months.



Alaska WIC Policy

Combat duty pay or Hostile Fire Pay/Imminent Danger Pay or Hardship Duty Pay is excluded from the WIC income eligibility determination if the pay:

- Has been received in addition to the service member's basic pay
- Has been received as a result of the service member's deployment to or service in an area that has been designated as a combat zone
- Has not been received by the service member prior to his/her deployment to or service in the designated combat zone

Summary Military Income

In summary, Military Income can be counted as outlined below:

Included as Gross Income

- Basic Pay
- Basic Allotment for Subsistence (BAS)
- Flight Pay
- Deployment Pay such as:
 - Family Separation Allowance
- Foreign Duty Pay

(These payments can be counted over a 12 month period)

Excluded Income for Military Families

- Basic Allowance for Housing (BAH)
- Basic Allowance for Quarters (BAQ)
- Variable Housing Allowance Housing (VHA)
- Family Separation Housing (FSH)
- Overseas Housing Allowance (OSA)
- Cost of Living Allowance (COLA)
- Mandatory salary reductions for the GI Bill
- Family Subsistence Supplemental Allowance (FSSA)
- Hazardous Duty Pay
- Hardship Duty Pay
- Combat Pay
- Hardship Duty Subject to Hostile Fire or Imminent Danger Pay
- Other related "Combat Pay" items not listed above should be referred back to the State WIC Office for further clarification.
- Pay and Allowance Continuation for Wounded, Ill, and Injured (PAC) should not be counted when determining WIC income eligibility. Continuation of pays during hospitalization and rehabilitation resulting from wounds, injury, or illness incurred while on duty in a hostile fire area or exposed to an event of hostile fire or other hostile action.



Alaska WIC Policy

Military Reservist

Applicants from families in which one or more family member are military reservists who have been placed on active duty may experience dramatic changes in their income sources and total gross income such that they may become eligible for the WIC Program. In this circumstance, the family's income eligibility is determined based on the family's current rate of income (while the reservist is on active duty), as opposed to income received over the past 12 months.



Alaska WIC Policy

Policy Title	MIGRANT FARM WORKERS	Item	MIGRANT FARM WORKERS
Policy Number	ELG 2.6.15	Effective Date	January 30, 2013 (re-formatted)

Purpose

To clarify when income must be assessed for migrant farm workers and their families who apply for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(ix)
 - page 371

Policy

Migrant Farm Workers

Migrant farm workers and their family members with expired Verification of Certification documentation from another state are income eligible for the Alaska WIC Program if the expiration date on the documentation is no more than twelve months ago. Their income does not have to be checked again until their next certification. This applies to income eligibility only. These applicants must still meet other eligibility criteria before they can be certified for the Alaska WIC Program.



Alaska WIC Policy

Policy Title	DETERMINING FAMILY SIZE	Item	DETERMINING FAMILY SIZE: DEFINITION OF FAMILY
Policy Number	ELG 2.6.16	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define what constitutes a family member when determining family size for assessing income for individuals applying for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart A- General- Definitions
 - 246.2
 - page 351 (family)

Policy

Determining Family Size

A family is a group of related or nonrelated individuals who are living together as one economic unit (except that residents of a homeless facility or institution are not considered members of a single family). Family members share income and consumption of goods and/or services.

Definition of Family

It is reasonable to assume that persons (other than the homeless and those living in institutional settings and homeless facilities) living in the residences of others, are receiving some degree of support and some commingling of resources which makes them members of the economic unit in which they live. However, with appropriate documentation, such as proof or fair proration of rent and all living and economic unit expenses, and proof of ability to finance personal expenses such as transportation, child care, and health and medical costs, it is possible to establish that more than one economic unit lives under one roof.



Alaska WIC Policy

Policy Title	ACTIVE MILITARY FAMILY SIZE	Item	ACTIVE MILITARY FAMILY SIZE
Policy Number	ELG 2.6.16.1	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define what constitutes a family member when determining family size when assessing income for military families applying for the WIC Program.

Authority

Not Specified

Policy

Active Military Family Size

Local Agencies may be confronted with dramatic household composition changes for military family members in which military service personnel are deployed overseas or assigned to a military base and temporarily absent from home.

There are three options in determining family composition and income:

- Military personnel serving overseas or assigned to a military base, even though they are not living with their families, are considered members of the household or economic unit. The income received by military individuals and all other income received by members of the economic unit is counted as household income.
- Count the children as a separate economic unit. To be counted as a separate economic unit the unit must have its own source of income, or child allotment(s). If the child allotment(s) is not considered adequate, the next option below is to be used.
- Consider the children to be part of the economic unit of the person(s) they are residing with; therefore, family composition and income would be determined on this basis.



Alaska WIC Policy

Policy Title	ADOPTED CHILD FAMILY SIZE	Item	ADOPTED CHILD FAMILY SIZE
Policy Number	ELG 2.6.16.2	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define what constitutes a family member when determining family size when assessing income for an adopted child applying for the WIC Program.

Authority

Not Specified

Policy

Adopted Child Family Size

When a family has adopted a child, or accepted legal responsibility for a child, the child is counted in determining family size. The size and income of that family is used to determine the child's income eligibility for WIC.

WIC regulations require individuals who apply for participation in the WIC Program to be physically present at the initial WIC certification and subsequent recertification, except in certain limited circumstances. See Policy on Physical Presence Requirement for further detail.

For verification of adoption, scan paperwork into the child's computer folder. Requiring proof of adoption is at the discretion of the local WIC agency.



Alaska WIC Policy

Policy Title	CHILD AWAY FROM HOME	Item	CHILD AWAY FROM HOME
Policy Number	ELG 2.6.16.3	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe when a child away from home is counted as a family member when determining family size when an individual is applying for the WIC Program.

Authority

Not Specified

Policy

Child Away From Home

A child residing in a school or institution, whose support is being paid by the parent or guardian, should be counted in determining the family size of the parent or guardian. Even though this child is living apart from his/her parent or guardian for the majority of the time, the child is counted as part of the family, since the family continues to provide economic support for the child.



Alaska WIC Policy

Policy Title	CHILDREN TEMPORARY CARE OF FRIENDS OR RELATIVE	Item	CHILDREN TEMPORARY CARE OF FRIENDS OR RELATIVE
Policy Number	ELG 2.6.16.4	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe how family size is determined for a child who is in temporary care of a friend or relative.

Authority

Not Specified

Policy

Children in Temporary Care of Friends or Relative

Local Agencies may elect any of the following options, depending on individual family circumstances:

- Count the absent parents and their children as the economic unit as would have been the case prior to the parents' departure. Use of this option would be dependent on whether the Local Agency can reasonably determine, based on available data, the total gross income of that economic unit.
- Count the child(ren) as a separate economic unit. To be considered a separate economic unit, the unit must have its own source of income, e.g., child allotment(s).
- If option one or two is not feasible, consider the child(ren) to be part of the economic unit of the caretaker and determine family size and income on that basis.



Alaska WIC Policy

Policy Title	COHABITATION	Item	COHABITATION
Policy Number	ELG 2.6.16.5	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe how family size is determined for individuals who cohabitate (live together) when an individual is applying for the WIC Program.

Authority

Not Specified

Policy

Cohabitation

Individuals who cohabitate (live together) as domestic partners are considered part of the same household or economic unit and are therefore counted in making a determination of household size. This includes same gender domestic partners. Income of the domestic partner is included in the total household income.



Alaska WIC Policy

Policy Title	EMANCIPATED MINOR	Item	EMANCIPATED MINOR
Policy Number	ELG 2.6.16.6	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe how family size is determined for an emancipated minor applying for the WIC Program.

Authority

Not Specified

Policy

Emancipated Minor

For purposes of determining eligibility for WIC services, the determinant of whether a minor is emancipated- and thus a separate economic unit- is whether or not the minor is supporting herself, without economic support from other persons.

If she is living at home but supporting herself by providing for her own room, board and medical care, she is considered a separate “family” or economic unit for purposes of income eligibility determination. If the minor is:

- Certified as fully eligible to receive Food Stamps
- Certified as fully eligible, or presumptively eligible pending completion of the eligibility determination process, to receive assistance from the Alaska Temporary Assistance Program (ATAP - formerly known as AFDC), or a member of a family that is certified eligible to receive assistance from ATAP
- Certified as fully eligible, or presumptively eligible pending completion of the eligibility determination process, to receive assistance under Medicaid (including Denali Kid Care), or a member of a family in which a pregnant woman or an infant is certified eligible to receive assistance under Medicaid

In these situations, a separate income determination does not need to be made by WIC staff to determine WIC income eligibility.



Alaska WIC Policy

Policy Title	FOSTER CHILD	Item	FOSTER CHILD
Policy Number	ELG 2.6.16.7	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe how family size is determined for a foster child applying for the WIC Program.

Authority

Not Specified

Policy

Foster Child

A foster child living with a family, but remaining the legal responsibility of welfare or other agency, is considered a family of one. The payments made by the welfare agency or from any other source for the care of that child are considered to be the income of that foster child. If the annual income for the foster child is at or below the income criterion, the foster child is income eligible for WIC benefits.

Children from the same biological family are each considered a separate foster family of one if the Office of Children’s Services (OCS) places them into a foster home. For example if a family with three children under the age of five become the legal responsibility of welfare each of the children are considered a household of one and there would be three separate households in SPIRIT, one for each child. Even if the children placements are with the same foster parents.

A foster child who remains the legal responsibility of welfare or other agency cannot confer adjunctive income eligibility to family members, since a foster child is considered a one-person household for WIC purposes.

Documentation of foster care status can be requested by the local WIC agency. If paperwork is requested by the local agency it should be scanned into the child’s computer folder.



Alaska WIC Policy

Policy Title	FAMILY SIZE OF PREGNANT WOMAN	Item	FAMILY SIZE OF PREGNANT WOMAN: ELIGIBILITY OF OTHER FAMILY MEMBERS IN PREGNANT WOMAN'S FAMILY
Policy Number	ELG 2.6.16.8	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe how family size is determined for a pregnant woman applying for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(vii)
 - page 371

Policy

Family Size of Pregnant Woman

A pregnant woman is counted as two (or more, depending on the number of embryos or fetuses) persons for the purpose of determining family size, and thus income eligibility, for her and for her other children. If the pregnant woman is carrying multiple fetuses, the family size is increased by the number of embryos or fetuses she is carrying.

Local Agencies are not required to implement this policy in individual cases where counting her fetus as a separate individual conflicts with her cultural, personal, or religious beliefs. However, the information must be recorded in the participant's file.

Eligibility of Other Family Members in Pregnant Woman's Family

In situations where the family size has been increased for a pregnant woman, the same increased family size may also be used for any of her categorically eligible family members.



Alaska WIC Policy

Policy Title	PROOF OF PREGNANCY	Item	PROOF OF PREGNANCY: PROOF OF MULTIPLE BIRTHS
Policy Number	ELG 2.6.16.8.1	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe when a pregnant woman applying for the WIC Program is required to provide proof of pregnancy.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (c)(2)(ii)
 - page 367

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (d)(2)(viii)
 - page 371

Policy

Proof of Pregnancy

If an applicant says she is pregnant and the Local Agency has reason to suspect a false claim, the Local Agency can at any time require the needed documentation. If proof is not provided in 60 days and the pregnancy is still not apparent, benefits should not continue to be issued until proof is provided.

Proof of Multiple Births

Proof of multiple births is asked of the applicant as part of the eligibility determination process. However, this must not be a barrier to participation. An applicant may self-declare that she is pregnant with multiple fetuses.



Alaska WIC Policy

Policy Title	SEPARATE HOUSEHOLDS	Item	SEPARATE HOUSEHOLDS
Policy Number	ELG 2.6.17	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe how family size is determined for a child applying for the WIC Program when there are separate households; when the child spends part-time with one parent and the remaining time with another parent.

Authority

Not Specified

Policy

Separate Households

A child is counted in determining the family size for the parent or guardian with whom the child lives at least 50 percent of the time.

For example: a mother and father are divorced. The mother and child live together at least 50 percent of the time and receive child support payments from the father. The father has remarried and lives with his new wife who is expecting a baby. The new wife and the ex-wife apply for WIC benefits. The ex-wife and her child are a family of two, and the child support payments are counted as income. The husband, new wife and unborn child have a family size of three (or four, if the child from the first marriage is living with the father 50 percent of the time). The child support payments cannot be deducted from the father's income and the child living with the ex-wife cannot be counted in the father's family.



Alaska WIC Policy

Policy Title	SEPARATE HOUSEHOLDS JOINT CUSTODY	Item	SEPARATE HOUSEHOLDS JOINT CUSTODY
Policy Number	ELG 2.6.18	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe who will be considered the WIC “guardian”, and may apply for the child’s WIC benefits, for a child whose parents have joint custody.

Authority

Not Specified

Policy

Separate Households with Joint Custody

When parents have joint custody and maintain separate households, either parent may apply for their child providing they have custody of the child at least 50 percent of the time. The other parent may not also apply for benefits for that same child. The benefits for the child will be provided by the Local Agency only through the parent who made the application. It is the responsibility of the two parents to mutually agree on sharing of the child’s supplemental foods. The parent who did not make the initial application for the child may make applications for herself and for other child(ren) residing with her, and can count the child receiving WIC benefits through the other parent as part of her household size.

For example: Child A’s parents have joint custody, each for 50 percent of the time. Child A’s mother has been approved for WIC benefits for Child A, and Child A is counted in determining the size of her household. The two parents decide on how to share the child’s WIC foods between the two households. Child A’s father has remarried, and applies for WIC benefits for other children in his new household. He can also count Child A as part of his household size in applying for benefits for the other children. He cannot deduct child support he pays for Child A in determining income for his new household.



Alaska WIC Policy

Policy Title	CHANGE IN CUSTODY	Item	CHANGE IN CUSTODY
Policy Number	ELG 2.6.18	Effective Date	June, 2018

Purpose

To describe who will be considered the WIC “guardian”, and may apply for the child’s WIC benefits.

Authority

State of Alaska WIC Policy & Procedure Manual

Policy

Change in Custody

WIC benefits shall be issued to the Responsible Adult (Authorized Representative) of the child and/or infant assigned at the initial certification.

The Authorized Representative may assign an Alternate Representative/Proxy under applicable circumstances during a certification period. The Authorized Representative should not change mid-certification unless there are extenuating circumstances. Foster situations are handled separately- see policy section on Foster Children.

Proof of custody shall be required in order to assign active participants to another Authorized Representative mid-certification.

Acceptable documentation:

- A copy of court or other legal document(s)
- An official document such as a copy from the Office of Children’s Services (OCS) showing the new guardian’s name

When legal documentation is not available:

- Staff may obtain a written note from the previous Authorized Representative regarding the change. **EXAMPLE:** Parent leaves the child with a relative for a specified period of time. Local agency staff may accept a signed note from the parent stating the change of custody.
- Staff may contact the previous Authorized Representative using the contact information provided to WIC in order to obtain a verbal authorization to change custody.
- Staff may need to contact the social worker, case manager, public health nurse, or other appropriate individual to confirm custody.

If staff is unable to obtain court documents or verify custody within three (3) days, the person with physical custody of the child at the WIC appointment is determined to be the guardian for the purpose of issuance of WIC benefits.



Alaska WIC Policy

If there is a custody dispute, issue benefits to the Authorized Representative on file for the current certification period. Joint custody must be handled between the caretakers, generally whoever the initial Authorized Representative is will be issued benefits and should divide the resources appropriately. The person(s) disputing the custody must supply records to the clinic that prove that they have custody. In this situation, it is recommended to only issue one month of benefits at a time until the custody dispute is resolved, however, benefits cannot be withheld because of staff suspicions related to a custody dispute.

In the event it is appropriate to change custody to a new Authorized Representative mid-certification staff must:

- Verify proof of identity.
- Determine if household income and number of household members has changed. If a change has occurred and there is greater than 90 days prior to the end of a certification, reassess income eligibility.
 - If the Authorized Representative is new to WIC, create a new household and transfer participant(s).
 - Ensure contact information is up to date, have new Authorized Representative complete the Family Information form.
 - Review and sign the Rights, and Responsibilities form.
 - Educate on use of benefits (how to use checks, identify a WIC vendor, food list, etc.).

If benefits have been issued for the current month to the previous Authorized Representative:

- Designated staff must review SPIRIT to see if the current month's checks have cleared the bank.
- If checks have been cleared for that month, they cannot be reissued.

If benefits have been issued for multiple months to the previous Authorized Representative:

- Designated staff must inform the previous Authorized Representative that the program has been informed the infant or child is no longer in their custody and to return unused checks to the clinic. He/she may be required to reimburse Alaska WIC either the dollar amount if a check is redeemed. Staff should document this discussion in SPIRIT.
 - Designated staff must void the previous Authorized Representative's checks, complete a Lost and Stolen form, and document that checks were reissued.
 - The State agency will check bank files each month of checks that have been replaced to see if both original check and its replacement check have cleared the bank.
- If upon further investigation the checks appear to have been redeemed, the State agency will follow up on a case-by-case basis with the local agency Coordinator.

If a scenario occurs that is not covered above, the local agency Coordinator may consult with the State agency on a case-by-case basis to review circumstances.



Alaska WIC Policy

Policy Title	OVER INCOME APPLICANTS	Item	OVER INCOME APPLICANTS: MID-CERTIFICATION INCOME DISQUALIFICATION
Policy Number	ELG 2.6.19	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe termination procedures for WIC Program applicants and participants who are found to be over income.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (j)(5)
 - page 379

Policy

Over Income Applicants

If an applicant is found to be over income, he/she should be given the “Your Benefits Have Ended” notification and referred to the Medicaid/Denali Kid Care Program or other programs that may benefit the family. Notify the family that if they are found to be income eligible for one of the income adjunctive programs (DKC, FSP, ATAP, etc) to reapply for WIC at that time. A copy of the “Your Benefits Have Ended” form is given to the client and one kept in the client’s chart. For new applicants that have no established file; keep the copy of the form and any paper work associated with the applicant. For any applicants or clients that do not qualify for the program (for any reason) keep their files separated from current active files. A copy of the “Your Benefits Have Ended” notification is found at the end of this policy.

Mid-Certification Income Disqualification

Local Agencies are required to reassess a participant’s income eligibility during the certification period if new information indicates that the participant’s household income may have changed. Reassessment of income eligibility is not required in cases where sufficient time does not exist to effect the change. Sufficient time means 90 days or less before the expiration of the certification period.

Local Agencies are required to disqualify and terminate a participant in the middle of a certification period if the participant volunteers the information that they are over income, or a family member is found income ineligible at recertification.

A participant is not automatically disqualified mid-certification due to the fact that he or she no longer participates in one or more of the programs for which they were originally determined



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adjunctively income eligible. Income eligibility must be re-determined when a participant no longer participates in a program which originally entitled him or her to adjunctive eligibility. Eligibility is

redetermined based on WIC income guidelines and disqualification made only after all other options are reviewed.

For example: Child X was certified, using participation in Alaska Temporary Assistance Program (ATAP - formerly known as AFDC) as proof of adjunctive income eligibility. Child X's family ceases participating in ATAP during Child X's certification period. Child X is not automatically disqualified mid-certification. Instead, the family is asked if they participate in any other program which would make Child X adjunctively eligible for WIC. If they do, Child X may continue receiving WIC services under the new adjunctive eligibility. If the family does not participate in any of the other qualifying programs, then their income is evaluated to determining income eligibility. If their income falls within WIC income guidelines, Child X may continue receiving WIC services. If the income is above WIC income limits, then Child X can no longer receive WIC services.

Termination Letter: Your Benefits Have Ended Form

YOUR WIC BENEFITS HAVE ENDED

Date: _____

Thank you for participating in the WIC Program. We hope that WIC has helped your family. If this is your first visit into WIC and you do not qualify, thank you for applying.

_____ **is not able to receive WIC / or is not eligible starting _____ for one of the following reasons:**

- Certification expired on _____; WIC Program benefits may still be available.
- Child is five years old.
- No longer pregnant.
- Six months past delivery and not breastfeeding.
- Stopped “breastfeeding” or 12 months past delivery.
- Over income.
- Asked to be taken off the WIC Program.
- Have moved to another service area.
- Have not received WIC warrants for two consecutive months.
- Other _____

If you feel that this decision is not fair, you may ask for a Fair Hearing by contacting the Civil Rights Coordinator at (907) 465-3100 or in writing to the State of Alaska WIC Program at 130 Seward St., Juneau, AK 99801. You must ask for the Fair Hearing within 60 days from the date of this letter. At the Fair Hearing you, a friend or a relative can help give your side of the story.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Please continue to take advantage of other programs in your community that benefit your family. Feel free to contact us if you would like to receive WIC in the future.

Sincerely,
WIC Staff

Policy Title	NUTRITIONAL RISK ELIGIBILITY REQUIREMENT	Item	NUTRITIONAL RISK ELIGIBILITY REQUIREMENT
Policy Number	ELG 2.7	Effective Date	January 30, 2013 (re-formatted)

Purpose

To note that nutritional risk is one of the four eligibility requirements that must be met for an individual applying for the WIC Program to be eligible to receive WIC benefits.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (e)
 - page 372

WIC Nutrition Services Standards: Standard 1(C)(2)(a), Standard 3(B)(1)(e) & Standard 3(A)(1)(a), Staff Qualifications, Roles and Responsibilities and Staff Training (October 2001, page 13, 17)

Policy

Nutritional Risk Eligibility Requirement

To be certified as eligible for the program, applicants who meet the categorical, residential and income eligibility requirements must also be determined to be at nutritional risk. See the series of Nutritional Service Standards polices for information on the determination of nutritional risk eligibility.

Policy Title	DOCUMENTATION IN PARTICIPANT FILES	Item	DOCUMENTATION IN PARTICIPANT FILES: DEFINITION OF PARTICIPANT FILE: MINIMUM REQUIREMENTS FOR CONTENTS OF PARTICIPANT FILES
Policy Number	ELG 2.8	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe the required documentation and minimum content that must be maintained for all WIC participant files (computerized and paper records).

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart G- Miscellaneous Provisions
 - 246.12(d)(1)(i-ii)
 - Page 451

Federal Regulations: Part II, Department of Agriculture, Food and Nutrition Services, 7CFR

- Part 246- Special Supplemental Nutrition Program for Women, Infants and Children (WIC): Revisions in the WIC Food Packages
 - Final Rule 246.7 Bol. 79, No. 42, March 2014
- WIC Final Policy Memorandum 2008-4 WIC Nutrition Services Documentation July 2008

State WIC Office based on:

WIC Nutrition Services Standards: Standard 14, Nutrition Services Documentation (August 2013, page 61)

Policy

Documentation in Participant Files

Definition of Participant File

Participant files or records are defined as papers, files, accounts, writings, including notes of counseling and conversations, and other items, regardless of format or physical characteristics, that are developed or received by the WIC Program, or by a health care provider or referral source for the WIC Program that contain information pertaining to a participant and that is preserved for its informational value or as evidence of the operation of the WIC Program. These files must be kept in a secure location. This includes SPIRIT computer files. Paperless systems must include reliable and secure protocols. For example, Section 246.26 of the WIC regulations requires that only individuals involved in the administration and enforcement of the program are authorized to access confidential WIC information. Electronic system must protect against unauthorized access to confidential program information.

Minimum Requirements for Contents of Participant Files

The following, at a minimum, must be kept in each participant's file:

- Application Form(s).

- The WIC Family Information application form with the parent or guardian’s signature on the WIC Rights and Responsibilities section must be kept in the file of the parent or guardian if more than one member of a family is participating in WIC. This form must be kept in the paper file or electronically scanned into SPIRIT. The signature can also be captured in SPIRIT after the parent has read the “Rights and Responsibilities” statement.
- If the client is “off-site”, a paper copy must be signed. It can be kept in the hard file or scanned into the client’s electronic record.
- Applications are required to be used by WIC agencies. They can be kept in the hard record or scanned into the client’s electronic record.
- If a WIC agency wants to go “paperless” they need the approval of the State WIC office prior to doing so. A written proposal along with the policies and procedures to implement a “paperless” system should be submitted for review prior to implementation.
- Documentation of identity, residency and income is a SPIRIT requirement in order to certify participants in the computer. Documentation in SPIRIT will be done through a selection from a drop down box verifying the proofs for identity, residency and income. By selecting a “Proof” that person verifies they saw and accepted the specified “Proof” for the eligibility selection. The local WIC agency can choose to photocopy proofs if desired.
 - Income documentation if scanned, should be scanned for each member of the household via the “Save to All” radio button in SPIRIT.
- Nutrition Care Plan for high risk participants (computer file only). High risk notes should be documented in SOAP format, signed, and credentialed by an RD or LN.
- Signed receipts for food warrants or mailed food boxes (must be kept for three years after issue date only). Receipts are either signed electronically and stored in SPIRIT or printed out of SPIRIT and kept in the participant’s file or in a separate set of files organized for ready retrieval when receipts need to be examined.
 - On-site client signatures will be electronically captured while in the office.
 - Off-site clients will receive a signature page to sign and return to the office. (Electronic signature is canceled.)
 - Mail Order Vendor (MOV) clients will receive a packing list with a signature section to sign and return to the office. (Electronic signature is canceled.)
- Documentation of need for Ready-to-Feed formula, if prescribed or requested should be documented in a SOAP note.
- Notification of termination (Your WIC Benefits Have Ended form or the SPIRIT form). The form is kept in the paper file or scanned into SPIRIT. The SPIRIT form is automatically documented in SPIRIT.

The following documents must be scanned into the client’s electronic file, if applicable:

- No Proof of Income Form.
- Enteral Nutrition Prescription Request (ENPR) forms for non-contract formulas, special medical formulas or Food Package III.
- Alaska WIC Program Complaint Form.
- Lost or Stolen WIC Warrant Report.
- Civil Rights Complaint Report.
- Custody paperwork.
- VOC paperwork.

The following documents must also be scanned into the client's electronic file or placed in the participant's file, if applicable:

- Referral forms.

Scanning documents into SPIRIT is a Best Practice.

SPIRIT TIPS:

- In SPIRIT clinic staff creates a new note and the system defaults the date to today's date. When staff saves the note they'll see the most recent note first.
- SPIRIT displays the staff member's name and updates it on the Demographics sub-tab within the participant record.
- Clinic staff view and update the staff member drop-down menu.
- In SPIRIT, Certification Notices are available and staff will choose to print them or not.
- In SPIRIT, a SOAP note is required to complete a certification for a participant.

Policy Title	RETENTION OF PARTICIPANT RECORDS	Item	RETENTION OF PARTICIPANT RECORDS: PAPER FILES: WARRANT AND FOOD BOX RECEIPTS: RETENTION OF PARTICIPANT RECORDS: COMPUTER FILES
Policy Number	ELG 2.9	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe the required retention time for all WIC participant information and files (records).

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart B- Participant Eligibility- State Plan
 - 246.4 (a)(11)(iv)
 - page 359

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (i)(1-10)
 - page 377-378

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart E- State Agency Provisions- Food Delivery Systems
 - 246.12 (q)
 - page 419

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart G- Miscellaneous Provisions- Records and Reports
 - 246.25 (a)(1-3)
 - page 450

Policy

Retention of Participant Records: Paper Files

At a minimum, the documents listed above which must be kept in the paper file of a participant, must be retained at the appropriate Local Agency clinic site for one year after termination of the participant from the program. In addition, the file must be archived for an additional two years. In total the documents must be kept for three years.

Warrant and Food Box Receipts

Signed receipts for food warrants or mailed food boxes need to be kept for the full three year retention period required for other documents in a file as described above. They can be kept in the participant's file or in a separate set of files organized for ready retrieval when receipts need to be examined.

Retention of Participant Records: Computer Files

The retention of computer files is a State WIC Office responsibility. All data will be retained for at least three years. Management of this data is also a State WIC Office responsibility.

Policy Title	WIC CLINIC FORMS	Item	WIC CLINIC FORMS
Policy Number	ELG 2.10	Effective Date	July 2014

Purpose

To clarify the use of required WIC clinic forms.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart B- Participant Eligibility- State Plan
 - 246.4 (a)(11)(iv)
 - page 359

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (i)(1-10)
 - page 377-378

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart E- State Agency Provisions- Food Delivery Systems
 - 246.12 (q)
 - page 419

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart G- Miscellaneous Provisions- Records and Reports
 - 246.25 (a)(1-3)
 - page 450

Policy

WIC Clinic Forms

The State WIC Office has developed standard forms for clinic use as mandated by the USDA, for operational efficiencies and to provide consistency in clinics across the state. Some forms are used daily (Applications), monthly (Time Studies), and quarterly (Quarterly Report). Others are used as needed for specific reasons such as the Lost and Stolen WIC Warrant Form and the Improper Action Form. If a LA alters a standard WIC form or develops one at the LA, the form must be submitted to the State agency and approved prior to its use and dissemination.

Policy Title	MATERIALS DEVELOPED BY THE STATE AGENCY	Item	MATERIALS DEVELOPED BY THE STATE AGENCY
Policy Number	ELG 2.10	Effective Date	September 2016

Purpose

To ensure that materials are available at the local agency level for populations which language translations are needed.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-15 Edition)

- Subpart D- Participant Benefits
 - 246.11 (c)(3)
 - page 408

- FNS Instruction 113-(VII)
 - Page 9-12

Policy

WIC Materials

The State agency will query its current computer system to identify the top 3 languages, other than English, used in Alaska. Materials such as the WIC application, Rights and Responsibilities and other critical forms will be translated by the State WIC office, into these identified languages for the local agencies to use with these identified populations.

The current WIC application and other written materials developed by the State will be at an appropriate reading level for WIC participants.

Policy Title	MATERIALS DEVELOPED BY THE LOCAL AGENCY	Item	MATERIALS DEVELOPED BY THE LOCAL AGENCY
Policy Number	ELG 2.10	Effective Date	February, 2016

Purpose

To ensure materials developed at the local agency level are accurate; must be reviewed and approved by the State WIC office prior to use at the clinic.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-15 Edition)

- Subpart D- Participant Benefits
 - 246.11 (c)(3)
 - page 408
- FNS Instruction 113-(VII)
 - Page 9-12

Policy

WIC Materials

Materials developed by the local WIC agency are required to be forwarded to the State WIC office for review for accuracy, approval and dissemination to other local agencies through either the Frida Update or placed on the WIC website.

This includes translated materials independently-translated by local agencies.

Policy Title	COORDINATION CERTIFICATION ACTIVITIES WITH OTHER SERVICES	Item	COORDINATION CERTIFICATION ACTIVITIES WITH OTHER SERVICES
Policy Number	CCA 3.0	Effective Date	January 30, 2013 (re-formatted)

Purpose

To ensure certifications and WIC services include appropriate referrals to and coordination with other health and social service entities that WIC applicants and participants may benefit from.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart B- State and Local Agency Eligibility- State Plan
 - 246.4 (a)(8)
 - page 358

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (a)
 - page 366

WIC Nutrition Services Standards: Standard 10, Program Coordination, Participant Referrals (August 2013, page 58)

Policy

Coordination Certification Activities with Other Services

As part of providing WIC services to WIC participants, Local Agencies should provide appropriate referrals to WIC applicants and participants. This includes coordinating services with other health and social services and maintaining appropriate documentation of coordination with those services. The series of Coordination Certification Activities with Other Services polices provide guidance on these activities.

Policy Title	REQUIRED REFERRAL INFORMATION	Item	REQUIRED REFERRAL INFORMATION: MEDICAID REFERRAL REQUIREMENT
Policy Number	CCA 3.1	Effective Date	March 2019

Purpose

To specify those agencies for which a WIC applicant or participant must receive a referral; in order to coordinated services with other health and social service entities.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (a) and 246.7 (b)(1)
 - page 366

WIC Nutrition Services Standards: Standard 11, Program Coordination, Participant Referrals (August 2013, page 62)

Policy

Required Referral Information

Local Agencies are required to make information on the following available to all adults applying or re-applying for themselves or on behalf of others if they are not currently participating in the following programs:

- **Medicaid/Denali Kid Care (DKC)**
- Supplemental Nutrition Assistance Program (SNAP) Formerly known as Food Stamp Program
- Early Periodic Screening, Diagnosis and Treatment (EPSDT)
- Alaska Temporary Assistance Program (ATAP- formerly known as AFDC)
- Immunizations
- Dangers of Using Alcohol, Drugs and other Harmful Substances

Medicaid Referral Requirement

Local Agencies are required to provide written material on Medicaid/DKC services and income guidelines to adults applying or reapplying to WIC for themselves and/or their children who are not currently participating in Medicaid/DKC and appear to have a family income within the guidelines. It is **not** the responsibility of WIC staff to be experts on Medicaid/DKC eligibility or to provide extensive screening procedures for these programs.

Federal welfare reform initiatives eliminate required referrals to the Food Stamp Program and ATAP from federal regulations, but the state of Alaska continues to require these referrals.

Other Required Referrals

WIC staff must screen and refer for immunizations, alcohol and drug abuse. WIC programs shall provide appropriate referral information for SNAP, ATAP, and EPSDT to applicants and participants at certification and recertification appointments if the participant is not currently participating in the

programs and a need is identified during the assessment of income, food, health, social or medical resources.

EPSDT Referral Requirement

Only Medicaid/DKC enrolled participants are eligible for EPSDT screenings. EPSDT screenings are available to all Medicaid children. Medicaid is required to cover travel for children out of villages to access this service if it is not available for them in their home area.

ATAP or Native Family Assistance Program (NFAP) Referral Requirement

The Alaska Temporary Assistance Program (ATAP) and Native Family Assistance Program (NFAP) provides cash assistance and work services to low-income families with children and pregnant women to help them with basic needs while they work toward becoming self-sufficient. Any family applying for WIC that is not on the ATAP program should be referred and directed to the ATAP website at: <http://dhss.alaska.gov/dpa/Pages/atap/default.aspx> for more information about the program.

SNAP Referral Requirement

Alaska SNAP provides food benefits to low-income households. SNAP benefits are issued through the Alaska Quest card. The amount a household receives each month depends on the household's countable income and size of the household. Referrals for SNAP should be made to each WIC participant who is not currently on SNAP.

Immunizations

The purpose of the minimum screening and referral protocol is to identify children under age two who may be at risk for under-immunization. It is not meant to fully assess a child's immunization status, but allows WIC to effectively fulfill its role as an adjunct to health care by ensuring that children who are at risk for under-immunization are referred for appropriate care. See the immunization policy CCA 3.5 WIC Immunization Screening and Referral requirements; Chapter One: Eligibility, Certification, and Coordination of Services for additional detail.

Referral for Alcohol, Drugs and Other Harmful Substances

Local agencies shall increase WIC participants' access to information about the dangers of using alcohol, drugs, and other harmful substances during pregnancy, while breastfeeding and for parents or caretakers of children enrolled in WIC. Local WIC programs shall assess and refer WIC participants to services as needed.

Provide information about the dangers of using alcohol, tobacco, or other drugs all WIC applicants and participants: pregnant, postpartum, and breastfeeding women and parents and caretakers of infants and children applying for participation in WIC.

For further clarification see Chapter 2 Nutrition Standards under the Drug and Harmful Substance Abuse Policy.

When reviewing WIC applications, WIC staff shall use critical thinking skills to assess questions such as:

- “What concerns, if any, do you have about having enough food to feed your family?”
- “How often do you feel down, depressed or hopeless?”
- “Check any drugs you are using.”

- “Does your family stay in a shelter, a temporary home, or in a place not usually used for sleeping?”
- “What concerns, if any, do you have about anyone hurting your child?”

A thoughtful, sensitive conversation surrounding positive responses to these types of questions should help guide needed referrals to supportive services and programs.

Documentation of Referrals

All referrals made are required to be documented on the Referral tab in SPIRIT or on an optional form used to track referrals outside of SPIRIT. If a form is used to document referrals, in SPIRIT, select “For Referrals- See physical chart” as the required referral selection from the referral list in SPIRIT.

It should be evident to anyone reviewing a participant’s Family Information form and application that if a referral is not made, it was assessed and determined there was no need or that the applicant was not interested in the referral.

For additional information on referrals and documentation see CCA3.2 Referrals Systems- Methods: Referral Documentation.

Use of “LA Specific”

The selection of “LA Specific 1” and “LA Specific 2” from the referral list in SPIRIT requires that a local agency have a written policy describing what the referral means and circumstances when staff are to assign the referral. These two referrals were designed to be unique to a local agency where no other referral in the list covers the needed referral.

Referral Summary Table

State Required Referrals	Who the Referral is For	When to Make the Referral
Medicaid/DKC <i>Written material and income guidelines required for referral</i>	<ul style="list-style-type: none"> • Adults applying for or on WIC • Children applying for or on WIC 	Any WIC applicant or participant that is not currently receiving Medicaid or DKC and indicates an interest in the program
SNAP	<ul style="list-style-type: none"> • Adults applying for or on WIC • Children applying for or on WIC 	Any WIC applicant or participant that is not currently receiving SNAP and indicates interest in the program
EPSDT	<ul style="list-style-type: none"> • All infants and children 	Infants / children not currently receiving EPSDT services with interest in the program. For those not on Medicaid/DKC a referral and enrollment in Medicaid/DKC must take place prior to EPSDT services occurring.
ATAP or NFAP	<ul style="list-style-type: none"> • Any family or pregnant woman applying for WIC 	Any family or pregnant woman applying for WIC that doesn’t receive ATAP

		and indicates interest in the program
Immunizations	<ul style="list-style-type: none"> • Children under age 2 	Any child without proof of immunizations for DTaP or any under immunized child identified through review of the immunization record
Alcohol, Drugs, and Other Harmful Substances	<ul style="list-style-type: none"> • Local WIC programs shall assess and refer WIC participants to services as needed. 	<p>Provide information about the dangers of using alcohol, tobacco, or other drugs to all WIC applicants and participants.</p> <p>Referrals should be made to any pregnant, post-partum participants or parents/caretakers of children enrolled in WIC; that indicate through the application process or in conversation alcohol, drug or other harmful substance use.</p>

Policy Title	REFERRAL SYSTEMS	Item	REFERRAL SYSTEMS-METHODS: REFERRAL DOCUMENTATION
Policy Number	CCA 3.2	Effective Date	July 2014

Purpose

To identify agencies for which the need for a referral from the Local Agency should be assessed; in order to coordinate services for WIC applicants and participants with other health and social service entities.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (b)
 - page 366

WIC Nutrition Services Standards: Standard 11, Program Coordination, Participant Referrals (August 2013, page 62)

Policy

Referral Systems

Local Agencies are required to coordinate services, and develop referral systems with the following local health care providers, if the programs exist in their geographical service area:

- Prenatal and postnatal care programs
- Immunization programs
- Family planning programs
- Healthy Families
- EPSDT
- Expanded Food and Nutrition Education Program (EFNEP)
- School clinics
- Well-child programs
- Community health centers
- Breastfeeding promotion entities
- Breastfeeding Peer Counseling Program where applicable
- Substance abuse prevention and treatment programs
- Child protective services
- Dental services
- Domestic violence prevention and intervention programs
- Food Banks and other food assistance programs

- Nutrition Education and Obesity Prevention Program (NEOP)
- Homeless facilities
- Infant Learning Programs (ILP)
- Commodity Supplemental Food Program (CSFP)
- Senior Farmer's Market Nutrition Program (SFMNP)
- Foster care agencies
- Public Assistance

Referral Methods

The primary referral methods used by Local Agencies for referral to other health care and social service programs include:

- Verbal referrals to participants
- Telephone calls to referral agencies
- Written literature on referral agencies: circle or underline pertinent information on referral materials for easy reference
- For participants needing multiple services refer them to the statewide toll free 211 information and referral service. Access this service by simply selecting 2-1-1 on a telephone key pad to talk to a referral specialist.

Evaluation

Evaluate referral outcomes when possible by conducting follow-up with participants at subsequent visits.

- Ask participants if services were obtained
- Reinforce follow-through if services were accessed
- Identify barriers and options for overcoming barriers if services were not obtained

Resources

Local agency staff shall keep informed about available health and social services in the community whenever possible.

- Invite staff from other programs to give presentations at staff meetings. Share information about new community resources at staff meetings.
- Update community resource materials regularly. Keep pamphlets and brochures in locations available for participants.
- Develop or obtain a comprehensive listing of available resources, services provided, program locations, telephone numbers, websites and eligibility criteria.

Policy Title	REFERRALS FROM OTHER AGENCIES	Item	REFERRALS FROM OTHER AGENCIES
Policy Number	CCA 3.3	Effective Date	July 2014

Purpose

To encourage Local Agencies to provide information about their WIC Program location, services and application process to other health and social service agencies in their local area.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart B- State and Local Agency Eligibility- State Plan
 - 246.4 (a)(7-8)
 - page 358

WIC Nutrition Services Standards: Standard 11, Program Coordination, Participant Referrals (August 2013, page 62)

Policy

Referrals from Other Agencies

Local Agencies are encouraged to provide other health and social service programs in their geographical area with WIC eligibility information; the location, telephone number(s), and hours of local WIC clinics; and WIC application forms including rights and responsibilities, nondiscrimination policy, and civil rights complaints procedures. Local Agencies are encouraged to have staff of these referring agencies help WIC applicants to fill out the application forms. Local Agencies are also encouraged to provide the referring agency with subsequent follow-up information on the applicant's WIC application and certification.

Policy Title	COORDINATION OF SERVICES	Item	COORDINATION OF SERVICES
Policy Number	CCA 3.4	Effective Date	July 2014

Purpose

To encourage Local Agencies to coordinate with specific health and social service agencies in their area to assure WIC applicants and participants have access to other area services which they may be eligible for.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (b)(1)
 - page 366

WIC Nutrition Services Standards: Standard 11, Program Coordination, Participant Referrals (August 2013, page 62)

Policy

Coordination of Services

Local Agencies are encouraged to refer all eligible individuals to the services of:

- Medicaid
- Child Support Enforcement
- Hospitals
- Health care providers
- Head Start and Child Care Food Programs

The series of Coordination Certification Activities with Other Services polices provides specific information on each service agency listed above.

Policy Title	MEDICAID REFERRALS	Item	MEDICAID REFERRALS
Policy Number	CCA 3.4.1	Effective Date	July 2014

Purpose

To encourage Local Agencies to refer all eligible individuals to the Alaska Medicaid Program to assure WIC applicants and participants have access to Medicaid services which they may be eligible for.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (b)(1)
 - page 366

WIC Nutrition Services Standards: Standard 11, Program Coordination, Participant Referrals (August 2013, page 62)

Policy

Medicaid Referrals

Local Agencies are encouraged to refer all eligible applicants to the Alaska Medicaid Program, which includes Denali KidCare. Application is made through local offices of the State of Alaska, Department of Health and Social Services, Division of Public Assistance. For those who qualify, Medicaid provides an access to a broad range of medical care for applicants. It can help assure adequate prenatal care for expectant mothers, as well as provide for complete screening and provision of any necessary medical treatment for children under the age of twenty-one through the Early Periodic Screening, Diagnosis, and Treatment Program (EPSDT). EPSDT services are provided through the Division of Public Health at local Public Health Centers.

Eligibility standards for Medicaid are complex. With some exceptions, eligibility for Medicaid is linked to eligibility for public assistance programs (Adult Public Assistance, Supplemental Security Income, Alaska Temporary Assistance Program, and so on). Applicants do not need to be recipients of these programs, but they do need to meet the eligibility requirements. Eligibility for Medicaid may be retroactive for up to three months if the applicant met the eligibility requirements during those months. Income limits for Medicaid eligibility vary depending on the status of the applicant. It is indexed to the federal poverty standard (for Alaska) which is adjusted annually. The dollar maximum for income is a percentage of the federal poverty standard, however, programs may have different rules defining income.

Medicaid eligibility is complex and a child may qualify even if their parent or caretaker does not.

When in doubt, refer. Referrals must be via written material on Medicaid/DKC services.

Policy Title	CHILD SUPPORT ENFORCEMENT REFERRALS	Item	CHILD SUPPORT ENFORCEMENT REFERRALS
Policy Number	CCA 3.4.2	Effective Date	July 2014

Purpose

To encourage Local Agencies to refer all eligible individuals to the Alaska's Child Support Enforcement Agency (CSEA) to assure WIC applicants and participants have access to CSEA services which they may be eligible for.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart G- Miscellaneous Provisions- Other Provisions
 - 246.26 (d)(3)
 - page 452

WIC Nutrition Services Standards: Standard 11, Program Coordination, Participant Referrals (August 2013, page 62)

Policy

Child Support Enforcement Referrals

Alaska's Child Support Enforcement Agency (CSEA) is located within the State Department of Revenue. This agency provides assistance in locating absent parents; establishing paternity; establishing a child support order; establishing and enforcing medical support; enforcing, collecting and maintaining child support payments; and reviewing and adjusting child support orders. These services are available to any individual who is responsible for a child's welfare. Services are automatically provided for anyone receiving public assistance (ATAP), Medicaid or Foster Care, others must apply for services. CSEA works cooperatively with other states in enforcing child support orders throughout the nation.

There no fees for those receiving ATAP or medical assistance. CSEA currently requests reimbursement for blood test services, attorney's fees and process server fees. These fees are charged to the person responsible for paying support. When another state is involved, any fees charged by that state will be collected.

CSEA does not provide assistance with visitation, custody or property settlement matters. If an applicant/participant needs assistance with these matters they should be referred to an attorney, Alaska Legal Services or the court.

Policy Title	HOSPITAL AGREEMENTS	Item	HOSPITAL AGREEMENTS
Policy Number	CCA 3.4.3	Effective Date	July 2014

Purpose

To encourage Local Agencies to form partnerships with local hospitals to assure WIC applicant and participant services are coordinated with local area hospital services and referrals.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (a)
 - page 366

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart B- State and Local Agency Eligibility- Agreements with Local Agencies
 - 246.6 (b)(3)
 - page 365

WIC Nutrition Services Standards: Standard 11, Program Coordination, Participant Referrals (August 2013, page 62)

Policy

Hospital Agreements

Local Agencies are encouraged to develop written cooperative agreements with local hospitals. The agreement should ensure that potentially eligible individuals that receive inpatient or outpatient prenatal, maternity, or postpartum services, or that accompany a child under the age of five who receives well-child services, are informed of the availability of WIC services.

Local Agencies are encouraged to provide opportunities for individuals who may be eligible for WIC services to be certified within the hospital.

Policy Title	HEATH CARE PROVIDER OUTREACH	Item	HEATH CARE PROVIDER OUTREACH
Policy Number	CCA 3.4.4	Effective Date	July 2014

Purpose

To encourage Local Agencies to form partnerships with area health care providers so that WIC Program outreach materials are shared, in an effort to assist local providers in making appropriate WIC referrals.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart B State and Local Agency Eligibility- State Plan
 - 246.4 (a)(7)
 - page 358

WIC Nutrition Services Standards: Standard 11, Program Coordination, Participant Referrals (August 2013, page 62)

Policy

Physicians, Public Health Nurses and other Health Care Providers

Local Agencies are encouraged to provide local health care providers with outreach information such as brochures and posters, and to develop written cooperative agreements with these health care providers. The agreement should ensure that potentially eligible individuals that receive outpatient prenatal, maternity, or postpartum services, or that accompany a child under the age of five who receives well-child services, are informed of the availability of WIC services available in their community.

Policy Title	HEAD START-CHILD CARE FOOD PROGRAM REFERRALS	Item	HEAD START-CHILD CARE FOOD PROGRAM REFERRALS
Policy Number	CCA 3.4.5	Effective Date	July 2014

Purpose

To encourage Local Agencies to form partnerships with local area Head Start and Child Care Food Programs to facilitate delivery of nutrition services.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart B State and Local Agency Eligibility- State Plan
 - 246.4 (a)(7)
 - page 358

WIC Nutrition Services Standards: Standard 11, Program Coordination, Participant Referrals (August 2013, page 62)

Policy

Head Start and Child Care Food Programs Referrals

Local Agencies are encouraged to develop written cooperative agreements with their local Head Start agency and through it with the Child and Adult Care Food Program. The purpose of these agreements is to facilitate the delivery of nutrition services by:

- Removing barriers to application for services
- Reducing duplication and thereby increasing effectiveness and efficient use of resources
- Improving service delivery methods

Policy Title	WIC IMMUNIZATION SCREENING AND REFERRAL REQUIREMENTS	Item	WIC IMMUNIZATION SCREENING AND REFERRAL REQUIREMENTS
Policy Number	CCA 3.5	Effective Date	July 2014

Purpose

To provide guidance on the requirement for Local Agencies to screen children under the age of two, regarding immunizations received; in order to identify children who may be under-immunized.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart B State and Local Agency Eligibility- State Plan
 - 246.4 (a)(7)
 - page 358

WIC Nutrition Services Standards: Standard 10, Program Coordination, Participant Referrals (August 2013, page 58)

Policy

WIC Immunization Screening and Referral Requirements

WIC’s role in immunization screening and referral is to support existing funded immunization activities. The Immunization Program in each State is the lead agency in immunization planning and screening, and is responsible for design of immunization systems.

WIC State and Local Agencies must develop plans to coordinate with providers of immunization screenings so that children participating in WIC are screened and referred for immunizations using a documented immunization history. This must be implemented by March 1, 2003.

The purpose of the minimum screening and referral protocol is to identify children under age two who may be at risk for under-immunization. It is not meant to fully assess a child’s immunization status, but allows WIC to effectively fulfill its role as an adjunct to health care by ensuring that children who are at risk for under-immunization are referred for appropriate care.

Policy Title	MINIMUM IMMUNIZATION SCREENING AND REFERRAL PROTOCOL	Item	MINIMUM IMMUNIZATION SCREENING AND REFERRAL PROTOCOL: IMMUNIZATION DOCUMENTATION
Policy Number	CCA 3.5.1	Effective Date	January 21, 2013

Purpose

To provide the minimum immunization screening and referral protocols for use by Local WIC Agencies when evaluating a child's immunization records.

Authority

State WIC Office

Policy

Minimum Immunization Screening and Referral Protocol

Minimum Screening and Referral Protocol

1. When scheduling WIC certification appointments for children under the age of two, advise parents and caretakers of infant and child WIC applicants that immunization records are requested as part of the WIC certification and health screening process. Explain to the parent/caretaker the importance that WIC places on making sure that children are up to date on immunizations, but assure applicants that immunization records are not required to obtain WIC benefits.
2. At initial certification and all subsequent certification visits for children under the age of two, screen the infant/child's immunization status using a *documented* record. A documented record is a record (computerized or paper) in which actual vaccination dates are recorded. This includes a parent's hand-held immunization record (from the provider), an immunization registry, an automated data system, or a client chart (paper copy).

The VacTrAK system is accessible for reviewing immunization status and immunization records are available to print for client referrals to health care providers. The VacTrAK site is at: <https://vactrak.alaska.gov/iweb/>. User access must be set up through the local agency WIC Coordinator. The Coordinator should complete the user form and fax or scan it to the vactrak team at vactrak@alaska.gov. Coordinator access to VacTrAK allows set up of other users in the system.

3. At a minimum, screen the infant/child's immunization status by counting the number of doses of DTaP vaccine they have received in relation to their age, according to the following table:

By 2 months of age, the infant/child should have at least 1 dose of DTaP.

By 4 months of age, the infant/child should have at least 2 doses of DTaP.

By 6 months of age, the infant/child should have at least 3 doses of DTaP.

By 18 months of age, the infant/child should have at least 4 doses of DTaP.

By 4-6 years of age, the child should have at least 5 doses of DTaP.

For additional information please refer to:

<http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf>

4. If the infant/child is not fully immunized: (1) offer written information on the recommended immunization schedule appropriate to the current age of the infant/child, and (2) provide referral for immunization services, ideally to the child's usual source of medical care. **Best practice is to have immunization materials and schedules readily available to parents and/or displayed in the office.**
5. If a documented immunization record is not provided by the parent/caretaker and VacTrAK verification is not available: (1) offer written information on the recommended immunization schedule appropriate to the current age of the infant/child, (2) provide referral for immunization services, ideally to the child's usual source of medical care, and (3) encourage the parent/caretaker to bring the immunization record to the next certification visit.
6. **Reminder: A verbal confirmation from a parent is not a valid record of immunization status.**

Village health aides conduct screening and immunize WIC children using a documented immunization history for the villages. Therefore, village clinics are NOT required to assess immunization records for these children who receive WIC services by mail. This includes those receiving mailed warrants and MOV food packages."

Immunization Documentation

Immunization documentation is done in the computer's Certification Guided Script ("CGS") and inside the "Health Information" screen. Select the "Immunization Screen". Documentation of Dtap immunization for children under age two is required. Select from the drop-down box:

- Up to Date
- Not Up to Date-Referral Given
- Unknown- Referral Given
- Child Over 2 Years of Age
- Parent Chooses Not to Immunize

Best Practice is to also enter the date of the DTaP immunization on the Immunization Status tab in SPIRIT.

Policy Title	APPLICATION PROCESSING STANDARDS & CERTIFICATION PERIODS	Item	APPLICATION PROCESSING STANDARDS & CERTIFICATION PERIODS
Policy Number	APS 4.0	Effective Date	July 2014

Purpose

To make Local Agencies aware that there are timelines and standards for processing WIC applications, performing certifications and recertifications and completing tasks associated with those functions.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (f)(2)(i)
 - page 375

WIC Nutrition Services Standards: Standard 2. Clinic Environment and Customer Service (August 2013, page 17)

Policy

Application Processing Standards, Certification Periods, and Recertification

When processing WIC applications and performing certifications and recertifications, Local Agencies must follow certain standards to assure that:

- WIC applications are processed in a timely manner
- Procedures are in place to assure warrants are issued appropriately
- Certification periods are correct
- Applicants and participants are informed of their future certification due dates
- Denial or termination of benefits are communicated to the applicant or participant
- Applicants and participants are aware of their rights, obligations and fair hearing procedures

The Application Processing Standards, Certification Periods, and Recertification polices provide detail for the type of procedural standards and requirements noted above.

Policy Title	APPLICANT NOTIFICATION STANDARDS FOR PROCESSING APPLICATIONS	Item	APPLICANT NOTIFICATION STANDARDS FOR PROCESSING APPLICATIONS
Policy Number	APS 4.1	Effective Date	January 2019

Purpose

To define the term “application date” and provide guidelines for recording the Local Agency’s receipt of an applicant’s completed WIC application.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (f)(2)(ii)
 - page 375

Policy

Applicant Notification Standards for Processing Applications

The date of application is the date the applicant calls or visits the Local Agency during clinic office hours to make an oral or written request for program benefits; or when a mailed application from a referral client without access to a WIC clinic is received by the Local Agency. In SPIRIT this is called the “Date” on the “Initial Contact” screen. The date of application is also called the “Initial Contact Date” on the “Initial Contacts Report” which tracks processing standards in SPIRIT.

To ensure that accurate records are kept of the date of application for benefits, the Local Agency must, at the time of the call or visit, or receipt of the mailed application, record the applicant's name, address, and the date. Mailed applications should be date stamped on the day they are received. The remainder of the information necessary to determine eligibility can be obtained at the time of certification. The Local Agency must act on applications within the timeframes described below.

The screenshot shows a software window titled "Initial Contact" with the following fields and values:

- Participant:** Name ZOE B. WOODPECKER, State WIC ID 00090979
- Date:** 02/10/2016
- Type:** Paper Application
- WIC Category:** Child
- Migrant at Initial Contact:**
- Comments:** Application on hold pending required items.

Buttons at the bottom include "New Contact", "OK", and "Cancel".

In SPIRIT the “First Appointment Offered Date” should reflect the date the applicant’s appointment is scheduled. This includes mailed in applications. Every participant must have a “First appointment Offered Date” entered into SPIRIT as they are starting the certification or recertification process.

For mailed-in applications the “Initial Date” corresponds with the date the application arrives at the office. If the mailed applications are incomplete but provide enough data to provide the participant 30 days’ worth of benefits, the “First Appointment Offered Date” shall be the date the application arrived at the WIC office and was date stamped.

If the application arrives at the WIC office and is date stamped but does not provide the required documentation to complete the certification or recertification process, put the application in a pending file, mark the application “pending”, enter a note into the SPIRIT “Initial Contact” screen that the application is on hold pending required items. Once those items are available, use the date they arrive at the WIC office as the “First Appointment Offered Date”. Documentation in the “Manage Notes” section in SPIRIT under “General Notes” should document the on-going communications to the client to retrieve the needed information.

Policy Title	HIGH NUTRITIONAL RISK APPLICANT NOTIFICATION	Item	HIGH NUTRITIONAL RISK APPLICANT NOTIFICATION
Policy Number	APS 4.1.1	Effective Date	1-21-13

Purpose

To describe the maximum number of days a Local Agency may take to process a High-Risk WIC Program application and notify the applicant of their eligibility.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (f)(2)(iii)(A)
 - page 375

Policy

High Nutritional Risk Applicants Notification- 10 Calendar Days

Pregnant women eligible as Priority I participants, infants under six months of age eligible as Priority I participants, homeless applicants, and migrant workers and their family members who plan to leave the jurisdiction of the Local Agency, must be notified of their eligibility or ineligibility within 10 calendar days of the date of the first application for program benefits. Ten calendar days includes weekends and holidays.

If a Local Agency is unable to meet the 10 calendar day processing standard for these applicants, the Local Agency must make a written request to the State WIC Office for an extension to 15 calendar days. As soon as a Local Agency recognizes that the certification timeframes cannot be met, they must immediately contact the State WIC office to request the extension. The written request to the State WIC Office must include a justification of the need for an extension.

Policy Title	ALL OTHER NON-HIGH RISK APPLICANTS NOTIFICATION	Item	ALL OTHER NON-HIGH RISK APPLICANTS NOTIFICATION
Policy Number	APS 4.1.2	Effective Date	January 30, 2013 (re-formatted)

Purpose

To provide the maximum number of days a Local Agency may take to process a non-high-risk WIC application and notify the applicant of their eligibility.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (f)(2)(iii)(B)
 - page 376

Policy

All Other Non-High Risk Applicants Notification - 20 Calendar Days

All non-high-risk applicants must be notified of their eligibility or ineligibility within 20 calendar days of the date of the first application for program benefits.

Policy Title	WARRANT ISSUANCE STANDARDS	Item	WARRANT ISSUANCE STANDARDS
Policy Number	APS 4.2	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define the timeframe in which a participant, once certified, must be issued WIC warrants.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (f)(2)(iv)
 - page 376

WIC Nutrition Services Standards: Standard 18(A), Food Package Prescriptions (October 2001, page 40)

Policy

Warrant Issuance Standards

Local Agencies must issue WIC warrants to the participant at the same time as the notification of certification. The warrants must provide benefits for at least the next 30 days and be redeemable immediately upon receipt by the participant when he or she is certified. Local Agencies may mail the warrants with the notification of certification to those participants who meet the criteria for the receipt of WIC warrants through the mail. This includes participants receiving services at satellite clinics that do not have computer equipment on-site to print warrants.

In SPIRIT if an error is made during Certification, the error must be corrected before Certification and issuance of benefits must be completed. Steps on how to proceed refer to Help in the SPIRIT system or the SPIRIT manual.

SPIRIT will require one individual nutrition education contact to issue benefits to a High Risk participant.

Policy Title	WRITTEN PROCEDURES: APPOINTMENTS, ISSUANCE, AND NUTRITION EDUCATION	Item	WRITTEN PROCEDURES: APPOINTMENTS, ISSUANCE, AND NUTRITION EDUCATION: MISSED APPOINTMENTS
Policy Number	APS 4.2.1	Effective Date	July 2014

Purpose

To alert Local Agencies of the requirement to have written procedures on late and missed certification appointments, warrant pick up, and nutrition education.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart D- Participant Benefits- Nutrition Education
 - 246.11 (e)(4)
 - page 400

WIC Nutrition Services Standards: Standard 2. Clinic Environment and Customer Service (August 2013, page 17)

Policy

Written Procedures for Appointments, Warrant Issuance, and Nutrition Education

Local Agencies are required to have written procedures on late and missed certification appointments, warrant pick up, and nutrition education. For late or missed certification appointments, the written procedures should specify how late is too late to be processed, how soon rescheduling should occur, and how a no-show will be followed up (i.e. telephone call or letter).

In SPIRIT, staff can view a “Confirm Appointment” when the “Confirm” button is selected on the “View Appointments for Date” window. The system displays the participant contact information.

Missed Appointments

For missed nutrition education sessions, the written procedures should specify how warrant issuance will be handled if session is missed, how late is too late to enter the classroom, how soon rescheduling should occur, and how a no-show will be followed up.

SPIRIT includes unattended nutrition education classes in the Missed Appointment Follow-Up Report included in the Clinic module. Clinic staff can use this report to follow-up with participants.

Policy Title	CERTIFICATION PERIODS	Item	CERTIFICATION PERIODS
Policy Number	APS 4.3	Effective Date	July 2014

Purpose

To define certification periods by client type; the length of time an individual may be certified for the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (g)(1)
 - page 376

Policy

Certification Periods

Local Agencies are authorized to certify participants for the following periods:

- Pregnant women: for the duration of their pregnancy and for up to six weeks postpartum.
- Postpartum women: for up to six months postpartum.
- Breastfeeding women: for a period of up to one year postpartum, or until she stops breastfeeding, ending with the breastfed infant's first birthday. Women who receive no supplemental foods or food instruments but whose breastfed infants receive formula instruments in excess of a partial breastfed infant package will also be included as participants.
- Infants: for intervals of 6 months. Infants under 6 months of age may be certified for a period extending up to the first birthday provided the quality and accessibility of health care services are not diminished. Clinic staff no longer set a certification begin date. When an infant is < 6 months old at the time of certification, the certification end date will automatically display a date 1 day prior to the infant's first birth date. Staff provides the infant participants' DOB when creating a record. Along with the infant category, it automatically calculates the certification end date
- Children: certification periods for up to one year ending with the last day of the month in which a child reaches his/her fifth birthday.

A pregnant woman whose pregnancy did not end in a live birth can be certified for up to six weeks postpartum, and can be reassessed for postpartum WIC benefits at the end of that period. If she is still income-eligible, meets residency requirements and meets nutritional risk criteria, she is eligible to be recertified for up to six months postpartum.

To ensure that health and nutrition services are not diminished when participants are certified for longer than 6 months, the following must occur.

At least one time during the certification period (in addition to the nutrition assessment performed at certification), a nutrition assessment shall be made available to participants with certification periods of longer than 6 months, to include the following.

- Anthropometric measurements

- Bloodwork, as necessary
- Brief update of health and dietary assessment
- Follow-up immunization screening
- Nutrition education, breastfeeding promotion, support and referrals

The extension does not change the requirements concerning the following.

- Physical presence at certification
- Documentation in the computer system
- Benefits will not be denied for failure to attend the scheduled nutrition assessment and or nutrition education appointments.

It is important to emphasize that at the time of certification, the local agency must stress the positive long term benefits of the nutrition services provided by WIC, and encourage that participant to attend and participate in scheduled nutrition assessments and nutrition education opportunities.

Policy Title	SUBSEQUENT CERTIFICATION RE-CERTIFICATION APPOINTMENTS	Item	SUBSEQUENT CERTIFICATION: RE-CERTIFICATION APPOINTMENTS
Policy Number	APS 4.4	Effective Date	July 2014

Purpose

To define when recertifications are due, by client type; the length of time after initial certification that an individual must be recertified in order to continue apply to receive WIC Program benefits.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (j)(3)
 - page 376

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (j)(5)
 - page 379

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (h) (3)(ii)
 - page 377

WIC Nutrition Services Standards: Standard 2, Clinic Environment and Customer Service (August 2013, page 17)

Policy

Subsequent Certification(s) (Recertifications)

The procedures followed in recertification are the same as those for initial certification.

Each participant must be notified in writing, at least 15 days before the expiration of each certification period, that eligibility for the Program is about to expire. Before the certification period ends, eligible participants must be scheduled for recertification screening. Local Agencies are responsible for determining how appointment scheduling will be conducted based on local procedures, space, and staffing.

In cases where there is difficulty in appointment scheduling for recertification, the certification period may be shortened or extended by a period not to exceed 30 days for breastfeeding women, infants and children under the age of five. Postpartum women who participated in the program during their pregnancy must be screened for recertification within six weeks postpartum.

Recertification Appointments

Local Agencies are responsible for determining how appointment scheduling will be conducted based on local procedures, space, and staffing. Local Agencies must ensure that participants enrolled in WIC do not receive preferential treatment in scheduling for recertification appointments.

If a Local Agency is unable to meet processing standards in scheduling new applicants, the following options may be considered:

- 1) Assign one-half of the appointments to new applicants and one-half for recertifications
- 2) Provide open clinics for walk-in appointments
- 3) Consider additional site locations or additional staff

When a Local Agency has waiting lists, applicants going through recertification must be placed on the waiting lists in the same order as applicants applying for benefits for the first time, i.e., participants eligible for recertification screening must not receive preference over new applicants.

In SPIRIT, the “Medical Update” label on the appointment scheduler dialog window will say “MID-CERT UPDATE.” Clinic staff selects an appointment type from the dropdown menu within the appointment scheduler. For mid-certification appointments, staff will select Mid-Certification and these appointments will be color-coded orange in the scheduler.

SPIRIT generates group education class reminder email notices as part of the End of Day (EOD) process. It automatically generates and sends emails with appointments on the specified future date to participants who have provided email addresses. Clinic staff will need to collect the participants’ email address and enter it into the participant record within SPIRIT.

Policy Title	MID-CERTIFICATION ASSESSMENT	Item	MID-CERTIFICATION ASSESSMENT
Policy Number	APS 4.4 LA Memo 15-01	Effective Date	August 15, 2014

Purpose

To complete mid-certification assessment to ensure WIC participants continue to receive to receive nutrition education targeting participant’s risk factor(s) while receiving WIC benefits.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (j)(3)
 - page 376

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (j)(5)
 - page 379

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (h) (3)(ii)
 - page 377

WIC Nutrition Services Standards: Standard 2, Clinic Environment and Customer Service (August 2013, page 17)

Infants (below the age of six months), children, and breastfeeding women receive a 12-month certification. Regulatory requirements such as anemia screening, anthropometric measurements, immunization screening, and referral services, remain unchanged with extended certification periods. WIC local agencies must provide the nutrition services the participants would receive during a shorter certification period. The intent is to ensure that there will be no decrease in health and nutrition education. For infants, mid-certification nutrition assessment shall occur routinely between **five and seven months** of age, however, if there is a difficulty in scheduling the appointment, mid-certification nutrition assessment may be given after seven months of age. For children from 1 to 4 years of age who transfer in from a state with a one year certification period, or who are certified on the Spirit system, mid-certification nutrition assessment shall occur between the 4th and 8th month of the certification period.

For children from one to four years of age, and breastfeeding women, mid-certification nutrition assessment shall occur at or near the midpoint of the certification period.

A. Mid-certification assessments require collecting relevant information, including:

1. Anthropometric data;
2. Biochemical data (when appropriate¹) including follow up blood work;

3. Update health and dietary assessment;
4. Immunization screening for infants and children less than two years of age;
5. Environmental and family information; and
6. Reviewing previous nutrition education plans to establish continuity of care.

B. Clarifying and prioritizing the relevant information that has been collected and probing for additional information as needed;

C. Identifying the pertinent risks and issues and making participant-centered decisions about:

1. Appropriate nutrition education and counseling to include breastfeeding promotion, support and referrals;
2. Tailoring the food package to address nutrition needs; and
3. Appropriate referrals;

D. Documenting the nutrition assessment and education; and

E. Following up as needed to monitor progress, reinforce the nutrition education message, elicit feedback from the participant and promote continuity of care.

Category	Anemia Screening Schedule
Women: Pregnant Postpartum Breastfeeding	During their current pregnancy After the termination of their pregnancy After the termination of their pregnancy ¹
Infants Children	Once between the ages of 9-12 months ² Once between the ages of 12-24 months ³ (one blood test at or before 12 months <u>cannot</u> fulfill the requirements for the infant and the 12-24 month child screening) Annually between the ages of 24-60 months ⁴

¹Blood Test Requirements for WIC Certification from the Alaska WIC Policy and Procedure Manual, Chapter 2, page 39.

- (1)A blood test taken between 6-9 months of age can be used to meet this screening requirement.
- (2)A blood test is recommended 6 months after the infant test, at around 15 to 18 months of age.
- (3)Children ages 24-60 months with a positive anemia screening result require a follow-up blood test at 6-month intervals.

Policy Title	DENIAL OR TERMINATION OF BENEFITS	Item	DENIAL OR TERMINATION OF BENEFITS
Policy Number	APS 4.5	Effective Date	July 2014

Purpose

To define procedures to be used when a participant is not recertified and will no longer be receiving WIC benefits.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (j)(5)
 - page 379

Policy

Denial or Termination of Benefits

If an applicant or participant is not (re)certified, Local Agencies must follow these steps:

- Explain to the applicant or participant the reason(s) for the denial or termination of benefits.
- Make appropriate referrals where the applicant may receive other assistance.
- Complete a “YOUR WIC BENEFITS HAVE ENDED” form included at the end of this policy. Or provide the system generated form from SPIRIT in place of “Your WIC Benefits Have Ended”.
- Give or mail a copy to the applicant.

File the forms for ineligible applicants in an Ineligible file. File the forms for participants who are not recertified in their individual files.

YOUR WIC BENEFITS HAVE ENDED

Date: _____

Thank you for participating in the WIC Program. We hope that WIC has helped your family. If this is your first visit into WIC and you do not qualify, thank you for applying.

_____ is not able to receive WIC / or is not eligible starting _____ for one of the following reasons:

- Certification expired on _____; WIC Program benefits may still be available.
- Child is five years old.
- No longer pregnant.
- Six months past delivery and not breastfeeding.
- Stopped "breastfeeding" or 12 months past delivery.
- Over income.
- No nutrition risk reason that meets WIC guidelines.
- Asked to be taken off the WIC Program.
- Have moved to another service area.
- Have not received WIC warrants for two consecutive months.
- Other _____

If you feel that this decision is not fair, you may ask for a Fair Hearing by contacting the Civil Rights Coordinator at (907) 465-3100 or in writing to the State of Alaska WIC Program at 130 Seward St., Juneau, AK 99801. You must ask for the Fair Hearing within 60 days from the date of this letter. At the Fair Hearing you, a friend or a relative can help give your side of the story.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Sincerely,
WIC Staff



Alaska WIC Policy

Policy Title	MID-CERTIFICATION TERMINATION	Item	MID-CERTIFICATION TERMINATION
Policy Number	APS 4.6	Effective Date	July 2014

Purpose

To define procedures to be used when a participant is no longer eligible for WIC benefits mid certification; when their current certification has not yet expired.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (h)(1)(i) through 246.7 (h)(3)(ii)
 - page 376-377

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (g)(1)
 - page 376

Policy

Mid-Certification Termination

A WIC participant may be terminated during a certification period when the participant no longer meets eligibility requirements. Program benefits may be continued until the end of the 30 day period in which categorical ineligibility begins. A participant no longer meets eligibility requirements when:

- A child reaches his/her fifth birthday.
- A woman is over six months postpartum and not breastfeeding.
- A breastfeeding woman is over six months postpartum and has discontinued breastfeeding.
- A woman has breastfed an infant to one year of age.
- A participant has a change in income status and is over the income criteria.
- A participant fails to keep two or more consecutive WIC appointments to receive WIC warrants and does not notify the clinic in advance. SPIRIT will automatically do this during its end of day processes. Clients can be easily reinstated once they return to the WIC clinic if they are still in a current certification.
- A participant commits verified and documented program abuse. Participant abuse includes, but is not limited to, intentionally making false or misleading statements or intentionally misrepresenting, concealing or withholding facts to obtain benefits; sale or exchange of supplemental foods or food warrants with other individuals or entities; receipt from food vendors of cash or credit toward the purchase of unauthorized food or other items of value in lieu of authorized supplemental foods; and physical abuse, or threat of physical abuse, of clinic or vendor staff.



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- The State WIC Office experiences food funding shortages, and there are no alternatives. If possible, benefits will be withheld with the expectation of providing benefits again when funds are available. If more drastic action is warranted, then participants whose health and nutritional status would be least impaired will be disqualified first.



Alaska WIC Policy

Policy Title	NOTIFICATION OF TERMINATION/INELIGIBILITY	Item	NOTIFICATION OF TERMINATION/INELIGIBILITY
Policy Number	APS 4.7	Effective Date	November 2016

Purpose

To define notification procedures to be used when a participant is no longer eligible for WIC benefits and is being terminated from the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (j)(5)
 - page 379

Policy

Notification of Termination/Ineligibility

A participant found ineligible for the program at any time during or at the end of a certification period must be advised in writing no less than 15 days before termination of eligibility, of the reasons for ineligibility, and of the right to a fair hearing.

Notify the participant or caretaker no less than 15 days before the end of their certification period that their certification for the program is about to expire by using either the “Your Benefits Have Ended” form found in the Policy and Procedure manual or the SPIRIT generated form(s).

SPIRIT allows official pending termination notices to be printed for participants whose certification end date is within 15 days of today’s date. The official note can be generated through five different processes:

1. On demand when client receives last checks
2. On demand on the participant folder screen
3. In batch for all clients who will be terminated during the selected date range on the Generate Official Notifications screen
4. In batch for all clients selected on the Work with On-site Group screen who will be terminated by automatic means within the number of days set
5. A partially breastfeeding mother past 6 months with a linked infant receiving more than maximum formula continues on WIC as a breastfeeding mother for support and education. Her Termination Notice is 15 days before the infant’s first birthday.

The “Work with On-site Group” list from the Participant List Business Rule dialog displays all members of the household who are on-site. From here clinic staff can generate official notices, of which pending terminations are included if participants’ certification end date is within 15 days of today’s date.



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SPIRIT allows official Certification Due Letter to be printed for participants whose certification end date is within 30 days of today's date, from the "Generate Certification Due Reports/Letters" dialog from the Generate Reports screen.

Official notices generated out of SPIRIT are automatically documented in the "Manage Notes" screen.

Written appointment reminder notices serve as the notification of the approaching expiration of certification and must be received at least 15 days before their certification period ends. If notification is manually issued with the "Your Benefits Have Ended" form the date of notification must be documented in the participant's SPIRIT record, in the "Manage Notes" screen.

Notification of Termination

Participants terminated from the program must be given written notice of their termination at least 15 days before their certification period ends. To accomplish this, give the individual in person or by mail the:

- "Your Benefits Have Ended" form or
- SPIRIT generated forms

Participants may be terminated from the WIC program for the following reasons:

- No longer eligible in their certification category
Examples:
 - Children turning 5 years old
 - No longer pregnant
 - Not breastfeeding and greater than 6 months post-partum
- No longer meets eligibility criteria
Examples:
 - Over income limits
 - No longer lives in Alaska
- Incomplete documentation
Examples:
 - Did not bring in proof of residence, income, or identity
 - Certification not complete
- Insufficient funds to serve participants
- Did not keep scheduled recertification appointment
- Participant violations
- Participant voluntarily drops WIC by refusing to sign the Rights and Responsibilities form or decides to discontinue participation in the WIC program



Alaska WIC Policy

Policy Title	TERMINATION: FAILURE TO PICK UP OR RETURN MAILED WARRANT OR FOOD BOX	Item	TERMINATION: FAILURE TO PICK UP OR RETURN MAILED WARRANT OR FOOD BOX
Policy Number	APS 4.7.1	Effective Date	July 2014

Purpose

To define procedures to be used when a participant does not pick-up their warrants or does not return their acknowledge receipt of mailed warrants or food boxes.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (j)(3)
 - page 379

Policy

Termination for Failure to Pick Up Warrants or to Return Mailed Warrant or Food Box Receipts

Participants who fail to pick up food warrants for two consecutive warrant issuance intervals will be terminated from the program. SPIRIT will automatically do this during its end of day processes. Clients can be easily reinstated once they return to the WIC clinic if they are still in a current certification.

Participants who fail to acknowledge the receipt of mailed food warrants or boxes by mailing signed receipts to their Local Agency for two consecutive pick-up periods may be terminated from the program.

Advising the participant of the consequences of failure to pick up food warrants or return signed receipts, and advising them of their appeal rights at the time of certification, fulfills the notification of termination requirement. An additional written notification does not have to be sent to the terminated participant, although this may be done at the discretion of the Local Agency.



Alaska WIC Policy

Policy Title	TERMINATION DUE TO FUNDING SHORTAGES	Item	TERMINATION DUE TO FUNDING SHORTAGES
Policy Number	APS 4.7.2	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define procedures used when a participant must be terminated due to funding shortages.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (j)(9)
 - page 379

Policy

Termination Due to Funding Shortages

When benefits are discontinued due to funding shortages, new participants will not be enrolled during that period. Advance notice of the affected categories of participants will be provided by the State WIC Office if benefits are to be discontinued mid-certification due to fund shortages. Local Agencies must notify these individuals about this action as well as about their right to a fair hearing. The notification must be in writing and received by the participant not less than 15 days before the termination of certification.



Alaska WIC Policy

Policy Title	TRANSFER OF CERTIFICATION- VOC'S	Item	TRANSFER OF CERTIFICATION- VOC'S: ACCEPTING VOC'S: CONTACTING OTHER WIC AGENCIES
Policy Number	APS 4.8	Effective Date	February, 2016

Purpose

To define procedures to be used when a participant is transferring in or out of the Local Agency's WIC Program to another WIC Program; using the WIC Program VOC process.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (k)(1-4)
 - page 379

Policy

Transfer of Certification (VOC's)

Local Agencies will issue a Transfer of Certification Letter -Verification of Certification (VOC) document from the SPIRIT system to any WIC participant who will likely be relocating during a certification period. To ensure the continuous service to these individuals, Local Agencies will automatically issue a VOC to special populations, migrants and the homeless when they are certified.

Local programs are required to issue WIC transfer letters to WIC participants in the following groups:

- Members of a migrant farmworker or other migrant family;
- Members of a homeless family;
- Other participants who indicate they may move out of state during the certification period;
- WIC participants affiliated with the military who will be transferred overseas.

In the above situations clinic staff person should issue a VOC letter. The client does not have to return checks but can take them to the next WIC location and turn them in there.

In SPIRIT, a VOC document will automatically be generated by clicking the "Participant Activities" menu on the Participant folder screen. By selecting the "Produce VOC Document" menu option a VOC document, which contains the federally required fields, is printed.

Accepting VOCs

Receiving Local Agencies must accept valid VOC documentation from individuals participating in the WIC Program outside of the jurisdiction of Alaska, regardless of whether or not the person



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meets Alaska's eligibility criteria. A VOC is not required when transferring from another agency within the state of Alaska, as participants can be transferred through the SPIRIT system.

If the applicant has valid VOC documents, select the “Applicant Has VOC Document” check box on the Applicant Prescreening screen or search for the participant record and open the participant folder, click the “Participant Activities” menu and click the “VOC Certification” menu option, and complete the steps on the VOC Certification screen.

For Pregnant women, SPIRIT requires Expected Date of Delivery (EDD) and Last Menstrual Period (LMP) dates. For Breastfeeding, it requires the Actual Date of Delivery (ADD) date and amount of breastfeeding. SPIRIT does not require additional VOC information for non-breastfeeding, children and infant applicants. For more detail on entering VOCs in the SPIRIT system, refer to the SPIRIT Manual.

SPIRIT automatically limits to 364 days for a breastfeeding, infant, and child participants; and 179 days for a Non-Breastfeeding/Post-Partum woman participant, and to 315 days for a pregnant participant to be certified with a VOC based on the date provided on the VOC letter.

The VOC is valid until the certification period on the document expires. The VOC must be accepted as proof of nutritional risk and income eligibility for WIC Program benefits. However, identity and residency must still be documented. The participant should be asked if they still have any unredeemed food instruments from their former agency in their possession. If they do, the participant should turn them in to the new agency. They should be mailed to the former agency by the new agency.

Even incomplete VOCs must be accepted, as long as they have the three pieces of information specified in WIC federal policy- the participant’s name, the date that the participant was certified, and the date that the current certification expires. Federal regulations require that VOC documents contain the date of the income determination. Even if the date of income determination is not present on the VOC of a transfer, the receiving Local Agency must accept the VOC as proof of program eligibility as long as the person’s name and dates of certification are present, and the certification period has not expired. If the VOC lacks a date for income eligibility determination, the receiving Local Agency is not obligated to perform an income determination until the VOC expires and the transferee makes application for recertification.

If the VOC is valid, the issuance of warrants should not be delayed. Participants holding VOC documents have already been certified for WIC and have a right to complete their certification periods (as funding permits). The transferring participant must be placed on any waiting list ahead of all other applicants in their priority group.

Contacting Other WIC Agencies

To expedite the reentry of a participant another Local Agency within or outside of the jurisdiction of Alaska, it may be necessary for the new Local Agency to contact the old agency for information missing from the VOC or other additional information. The old Local Agency must cooperate by providing the information requested in an expeditious manner. If the VOC is



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incomplete and the Local Agency is unable to get the information needed, staff should treat the transferring participant as a new applicant, perform a complete assessment themselves, and enroll the individual if she is found eligible.

When an individual applying for benefits tells a Local Agency that she and/or her child are currently certified at another Local Agency in the State of Alaska, the individual must be asked to fill out a WIC Family Information form and sign it, indicating that she gives permission to transfer medical information. This allows the agency to obtain a copy of the participant's file from the other Local Agency through the statewide WIC computer system. The other Local Agency may request a copy of the signed form if required by the agency's legal counsel.



Alaska WIC Policy

Policy Title	WAITING LISTS	Item	WAITING LISTS
Policy Number	APS 4.9	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define procedures to be used when the State WIC Office implements WIC Program wait lists due to funding shortages.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (f)(1)
 - page 375

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246. (k)(3)
 - page 379

Policy

Waiting Lists

If the State WIC Office experiences food funding shortages, it will notify Local Agencies that waiting lists of persons applying for services must be kept. In no case can an applicant who requests placement on a waiting list be denied inclusion. Individuals may visit the Local Agency or make a telephone request for placement on the waiting list. Applicants for recertification screening should be placed on the same waiting list as new applicants (i.e., recertifications do not take priority over new applicants). Persons placed on a waiting list should receive notification of their placement on the waiting list within 20 days of the time that she/he applies for services.

The person's name, address, phone (or message phone), status (pregnant, breastfeeding, age) and the date application was received should be recorded on the appropriate waiting list which establishes the order in which clients will be contacted. Clients will be contacted from the list in the following order:

- Persons transferring from another WIC clinic who are still within a certification period. When an opening occurs, transferring participants must be served ahead of all other applicants on the waiting list for their priority group, regardless of their priority. If the certification period has expired, they are to be treated as all other applicants for certification.
- Infants and pregnant and breastfeeding women with known nutritional risk which would qualify them as Priority I applicants.
- Infants, birth to 6 months, classified as Priority II because they were born to WIC mothers or women with known high-risks conditions.



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- Children with known medical risks which qualified them as Priority III. The State WIC Office may develop sub-priorities for Priority III children if necessary.
- All infants and pregnant and breastfeeding women other than those with Priority I or II risks.
- High risk postpartum women qualified as Priority III.
- All children other than those with Priority III risks.
- Postpartum women other than those with Priority III risks.

It may be necessary for the State WIC Office to establish subcategories within priorities during serious caseload reductions when waiting lists are extensive and only a few new clients are being accepted.

All applicants placed on a waiting list are to be provided with information on other food assistance programs. For additional information, please refer to Chapter 8 of the Alaska Policy and Procedure Manual, under “Alaska WIC Waiting Lists Procedures.”



Alaska WIC Policy

Policy Title	DUAL PARTICIPATION	Item	DUAL PARTICIPATION: DUAL PARTICIPATION PENALTIES
Policy Number	APS 4.10	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define procedures to be used when dual participation is suspected; when a participant has been receiving WIC benefits from more than one Local Agency.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (j)(1)
 - page 378

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (l)(1)
 - page 380

Policy

Dual Participation

Each program participant, parent or caretaker must be informed of the illegality of dual participation.

Federal regulations make both the Local Agencies and the State WIC Office responsible for the prevention and detection of dual participation within each Local Agency and between Local Agencies. The State WIC Office reviews dual participation reports from the current computer system monthly and transmits them to the appropriate local WIC agency. The Dual Participation report must be submitted by the local WIC agency on the last day of the month (for the preceding month's data) to identify possible dual participants. The local WIC agency must work with the state and other clinic or agency who may be involved, to investigate and follow-up suspected dual participation within 120 days.

Dual Participation Penalties

A participant found in violation due to dual participation will be immediately removed from one of the agencies or clinics. Where deliberate misrepresentation is involved, and it has been verified and documented, the State WIC Office must be notified. The participant will be terminated from both programs for one year, and may be prosecuted under law, and have to pay back benefits received, if it is verified that the participant has intentionally lied or withheld the truth.



Alaska WIC Policy

Mandatory one year disqualification from the program will not be applied if the participant pays back benefits in full or a repayment schedule is agreed on, or in the case of a participant who is an infant, child, or a woman under age 18 with an approved designated proxy.



Alaska WIC Policy

Policy Title	SOCIAL SECURITY NUMBERS	Item	SOCIAL SECURITY NUMBERS
Policy Number	APS 4.11	Effective Date	July, 2014

Purpose

To define procedures to be used for obtaining social security numbers for WIC applicants and participants.

Authority

State WIC Office

Policy

Social Security Numbers

Alaska WIC does not require obtaining Social Security Numbers to apply for WIC. When electric breast pumps are loaned to women, a social security number is collected at that time on the “Alaska WIC Breast Pump Loan & Release Agreement” for the purpose of fraud prevention and abuse.



Alaska WIC Policy

Policy Title	PARTICIPANT RIGHTS AND RESPONSIBILITIES	Item	PARTICIPANT RIGHTS AND RESPONSIBILITIES
Policy Number	APS 4.12	Effective Date	February 2016

Purpose

To inform Local Agencies of the requirement, that all WIC applicants and participants must be informed of their “WIC Rights and Responsibilities”.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (i)(10) and 246.7 (j)
 - page 378

Policy

Participant Rights and Responsibilities

At every certification, recertification, and for transfers from either in-state or out-of-state each program participant, parent or caretaker must read, or have read to him or her, the statements in the “My WIC Rights and Responsibilities.” Rights and responsibilities must include program-specific information and WIC’s nondiscrimination policy and complaint process. They must sign that they have read and understood their rights and responsibilities of the WIC program. The electronic signature will be kept in the computer system or the hard copy signature will be scanned into the electronic record or kept in the participant chart.

Notification of a participant’s right and responsibilities also needs to occur for situations such as:

- ineligibility at initial certification
- mid-certification disqualification
- expiration of a certification period
- waiting list status

Staff must verbally review the following items on the Rights and Responsibilities form with applicants, clients and caregivers at each appointment type listed above. The person must agree to these items on the Rights and Responsibilities and sign the form in order to participate in WIC.

- All the information I give WIC is true and accurate. WIC staff can check this information.
- I will immediately report any changes in my income, family size, address, phone number or eligibility for Medicaid/Denali Kid Care, or the Food Stamp Program.
- If I break the rules, make false statements, intentionally misrepresent, conceal, or withhold facts about my eligibility for the WIC Program, I understand that:
 - I or my child can be taken off WIC.
 - I will have to pay money back to WIC for foods, formula or breast pumps I should not have received.



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- If I do not pay back for foods, formula or returned loaned breast pumps, the State of Alaska may use other types of legal options to collect payment including small claims court, which could result in Permanent Fund Dividend garnishment.
- I can face civil or criminal prosecution under State and Federal law.

Staff must give applicants, clients, and caregivers the opportunity to discuss any concerns or ask questions about the Rights and Responsibilities form before signing.

If an applicant or participant needs the information in a language other than English, reasonable steps must be taken by the Local Agency to provide the information verbally or in writing in an appropriate language. Use the services of an interpreter or a Language Line as needed.

Participant Rights and Responsibilities Procedure- Onsite Participants

1. Ask the applicant, client or caregiver to read the Rights and Responsibilities.
 - Read the form to the person if the person asks.
 - Use an interpreter or a Language Line as needed.
2. Verbally review the items outlined above from the Rights and Responsibilities.
3. Give the person an opportunity to ask questions about the form before signing.
4. Ask the person to sign and date the form in ink.
5. Ask the person if they want a copy of the form. Provide one if requested.
6. Staff don't have to give an additional copy if the person has a current Rights and Responsibilities form from a previous appointment.
7. Keep the form either in the physical record or electronically in SPIRIT.

Participant Rights and Responsibilities Procedure- Offsite Participants

1. When conducting the certification or recertification over the phone or via Video Teleconferencing, review the items outlined above from the Rights and Responsibilities.
 - Use an interpreter or a Language Line as needed.
2. Give the person an opportunity to ask questions about the form.
3. Ask the person if they want a copy of the form. Provide one if requested.
4. Staff don't have to give an additional copy if the person has a current Rights and Responsibilities form from a previous appointment.
5. Keep the form either in the physical client record or electronically in SPIRIT.
6. If the participant has sent back a signed Rights and Responsibilities form to the clinic but has not dated the form; the clinic shall date the Rights and Responsibilities form the day the form arrives at the office. Clinic staff are not allowed to sign on behalf of the client; only to date the signature on the form if it is missing. Staff should initial by the date they add to the form.

Minimum Program Information-Certification

During the initial certification, provide the following minimum program information to the participant:

1. Explain the reason for the participant's visit to the program and the purpose of the program.



Alaska WIC Policy

Example:

“The goal of the WIC program is to improve the health and nutrition of families. Today we are going to talk about your child’s health and diet to see if he is eligible for WIC and how WIC can help.”

2. If eligible, inform the participant of their eligibility and the length of the certification period.
3. Inform the participant that they will need to be recertified at the end of their certification period to determine if WIC benefits may continue past that period.
4. Explain the reason the participant is being enrolled on the program by stating a connection between their eligibility and the desired health outcome. This does not mean every risk must be reviewed, but rather it is intended to summarize the reasons the participant is being enrolled.
5. Instruct participants on the correct use of checks and that the WIC foods are being provided for the WIC participant rather than the participant’s household.
6. Explain that the food provided by the WIC Program is supplemental; it is not intended to provide all of the participant’s daily food requirements.
7. Provide participants with the “Alaska WIC Allowed Food List.”
8. Inform participants of which stores are WIC approved and locations of approved stores.
9. Instruct participants on the process for using the checks and the Food List to select the appropriate foods.
10. Instruct participants on the process for receiving additional checks at future appointments.
11. Explain that selling or attempting to sell WIC checks, foods, or formula will be considered a participant violation.
12. Provide information on how to access and use local health, nutrition and other needed services, including the types of services available, where they are located, how they may be obtained, and why they may be useful.

Using the current Welcome to WIC video in a quiet location where clients are able to view and hear the video and later provided an opportunity to ask questions about WIC and using their checks is an allowable way to meet covering the minimal program information points about using WIC checks (#5-#10 above) during a certification appointment.

Minimum Program Information-Recertification

At recertification provide to the participant the following minimum program information:

1. Restate the purpose of the current visit
2. Restate the reasons for eligibility, including the connection to the desire health outcome.
3. Ask if the participant has any questions or concerns about WIC appointments, WIC foods or the use of the checks.
4. Give the participant a current “Alaska WIC Allowed Food List.”



Alaska WIC Policy

Policy Title	CLINIC REQUIRED MATERIALS	Item	POSTING REQUIRED MATERIALS IN WIC CLINICS
Policy Number	APS 4.13	Effective Date	March 18, 2017

Purpose

To outline required materials posting in a prominent area at every local WIC clinic.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Nondiscrimination
 - 246.8 (a) through 246.8 (c))
 - page 395-396

Policy

Required Materials to Post

To enhance integrity and comply with the requirements of Title VI of the Civil Rights Act of 1964, and the Department of Agriculture regulations on nondiscrimination (7 CFR parts 15, 15a, and 15b) and FNS instructions, in the WIC Program, the following items are required to be posted prominently in WIC clinic areas:

- Civil Rights poster, “And Justice for All”
- Agriculture Office of Inspector General USDA Hotline poster found at: <https://www.usda.gov/oig/webdocs/Hotline.pdf>



Alaska WIC Policy



Alaska WIC Policy

Policy Title	FAIR HEARING PROCEDURES	Item	FAIR HEARING PROCEDURES
Policy Number	APS 4.13	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define the term “Fair Hearing”; appeal of state or local decisions when an individual has been denied WIC Program benefits, disqualified from the WIC Program or have a cash value claim made against them.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Fair Hearing Procedures for Participants
 - 246.9 (a) through 246.9 (l)
 - page 382-384

Policy

Fair Hearing Procedures

Fair Hearings are a means for individuals to appeal a state or Local Agency decision which results in denial of participation or disqualification from the program, or a claim against the individual for cash value of improperly obtained benefits.



Alaska WIC Policy

Policy Title	NOTIFICATION OF APPEAL RIGHTS (FAIR HEARING)	Item	NOTIFICATION OF APPEAL RIGHTS (FAIR HEARING)
Policy Number	APS 4.13.1	Effective Date	January 30, 2013 (re-formatted)

Purpose

To inform Local Agencies of the requirement, that all WIC applicants and participants must be informed of their rights to have a fair hearing.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Fair Hearing Procedures for Participants
 - 246.9 (c)
 - page 382

Policy

Notification of Appeal Rights (Fair Hearing)

At the time an application for certification to the WIC Program is denied, or any decision that adversely impacts eligibility to receive program services, the applicant or participant must be notified of the right to a fair hearing. The notice must be given in writing via the automated form from SPIRIT or the Your WIC Benefits Have Ended form, and, if necessary, verbally, in order to assure that these rights are fully understood. A copy of the form must be placed in the Local Agency ineligible file or the participant's file.

If a claim is made against an individual for cash value of improperly obtained benefits, the applicant must be informed of the claim in writing, and must be notified in writing of the right to a fair hearing.

Provision must be made to insure that non-English speaking recipients gain full understanding of their rights.



Alaska WIC Policy

Policy Title	REQUEST FOR FAIR HEARING	Item	REQUEST FOR FAIR HEARING
Policy Number	APS 4.13.2	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define what constitutes an individual’s “request for a fair hearing”.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Fair Hearing Procedures for Participants
 - 246.9 (d)
 - page 383

Policy

Request for Fair Hearing

A request for a hearing is defined as any clear expression to the local or state agency by the individual, the individual's parent, caretaker, or other representative, that he or she desires an opportunity to present his or her case to a higher authority.



Alaska WIC Policy

Policy Title	TIME LIMIT FOR FAIR HEARING REQUEST	Item	TIME LIMIT FOR FAIR HEARING REQUEST
Policy Number	APS 4.13.3	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define procedures and timeframes that must be used when an individual requests to have a fair hearing.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Fair Hearing Procedures for Participants
 - 246.9 (e)
 - page 383

Policy

Time Limit for Fair Hearing Request

The individuals must make a request for a fair hearing within 60 days from the date on the YOUR WIC BENEFITS HAVE ENDED form or the letter. An individual may make an application for a fair hearing verbally. The Local Agency must immediately transmit the request in writing to the State WIC Office Civil Rights Coordinator. A participant must request a fair hearing within the 15-day advance adverse action notification period in order to continue receiving benefits pending the outcome of the hearing or expiration of the certification period, whichever comes first. This time frame does not apply to applicants denied benefits at initial certification, participants whose certification periods have expired, or participants who become categorically ineligible for benefits. Applicants who are denied benefits at initial certification, participants whose certification periods have expired, or participants who become categorically ineligible during the certification period may appeal the denial or termination within the 60 days, but must not receive benefits while awaiting the hearing or its results.



Alaska WIC Policy

Policy Title	DENIAL OR DISMISSAL OF FAIR HEARING REQUEST	Item	DENIAL OR DISMISSAL OF FAIR HEARING REQUEST
Policy Number	APS 4.13.4	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe the only circumstances in which the State WIC Office must dismiss or deny a fair hearing request.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Fair Hearing Procedures for Participants
 - 246.9 (f)
 - page 383

Policy

Denial or Dismissal of a Hearing Request

The only circumstances in which the State WIC Office must deny or dismiss a hearing request are:

- The request is not received within 60 days from the date on the Your WIC Benefits Have Ended form, or the date of the letter informing an individual of a claim for cash value of improperly obtained benefits.
- The request is withdrawn in writing by the appellant or a representative of the appellant.
- The appellant or representative fails, without good cause, to appear at the scheduled hearing.
- The appellant has been denied participation by a previous hearing and cannot provide evidence that circumstances relevant to program eligibility have changed in such a way to justify a hearing.



Alaska WIC Policy

Policy Title	BENEFIT CONTINUATION PENDING FAIR HEARING	Item	BENEFIT CONTINUATION PENDING FAIR HEARING
Policy Number	APS 4.13.5	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe the circumstances in which a participant may and may not receive WIC benefits while they are waiting for a fair hearing to occur.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Fair Hearing Procedures for Participants
 - 246.9 (g)
 - page 383

Policy

Continuation of Benefits Pending Fair Hearing

Except for participants whose certification period has expired, participants who appeal the termination of benefits within the 60 days advance notice period must continue to receive program benefits until the hearing official reaches a decision or the certification period expires, whichever occurs first. Participants who are ineligible or who become categorically ineligible while awaiting a hearing decision should not continue to receive program benefits. Applicants who are denied benefits at initial certification or because of the expiration of their certification may appeal the denial, but will not receive benefits while awaiting the hearing.



Alaska WIC Policy

Policy Title	HEARING OFFICIAL	Item	HEARING OFFICIAL
Policy Number	APS 4.13.6	Effective Date	January 30, 2013 (re-formatted)

Purpose

To clarify who may conduct an official Fair Hearing.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Fair Hearing Procedures for Participants
 - 246.9 (i)
 - page 383

Policy

Hearing Official

Hearings must be conducted by an impartial official, such as the Director of the Division of Public Assistance or his/her designee, who does not have any personal stake or involvement in the decision and who was not directly involved in the initial determination of the action being contested.



Alaska WIC Policy

Policy Title	CONDUCT OF FAIR HEARING	Item	CONDUCT OF FAIR HEARING: HEARING DECISION: JUDICIAL REVIEW
Policy Number	APS 4.13.7	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe the process of conducting a fair hearing; accessibility, hearing officials, records, decisions and judicial review requirements.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Fair Hearing Procedures for Participants
 - 246.9 (j) through 246.9 (l)
 - page 383-384

Policy

Conduct of the Hearing

The State WIC Office must ensure that the hearing is accessible to the appellant and is held within three weeks from the date the State or Local Agency received the request for a hearing. The State WIC Office must provide the appellant with a minimum of 10 days advance written notice of the time and place of the hearing and must enclose an explanation of the hearing procedure with the notice. Hearings may be conducted by telephone. The State WIC Office must also provide the appellant or his or her representative an opportunity to:

- Examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;
- Be assisted or represented by an attorney or other persons;
- Bring witnesses;
- Advance arguments without undue interference;
- Question or refute any testimony or evidence, including an opportunity to confront and cross-examine adverse witnesses; and
- Submit evidence to establish all pertinent facts and circumstances in the case;
- Submit a request for accommodations of disability(s) as necessary ten (10) days prior to hearing.

If the Hearing Official determines that an independent medical assessment or professional evaluation is relevant and necessary he, or she, may order, and the program will pay for, an evaluation from a source mutually satisfactory to the appellant and the State WIC Office.

The Hearing Official is responsible for:

- Ensuring that all relevant issues are considered:



Alaska WIC Policy

- Requesting, receiving and making part of the hearing record all evidence determined necessary to decide the issues being raised;
- Regulating the conduct and course of the hearing consistent with due process to ensure an orderly hearing; and
- Rendering a hearing decision which resolves the dispute within 45 days of the receipt of the request for the hearing.

The hearing will be conducted by the Hearing Official in an informal atmosphere. While the basic rules of order pertaining to such proceedings will be followed, that claimants may not be familiar with the rules of order. The Alaska WIC Program will make these fair hearing procedures available for public inspection and copying upon written or verbal request. Thus every effort must be made to arrive at the facts of the case in a way that makes the claimant feel most at ease.

Hearing Decision

The Hearing Official must make a decision based upon the application of appropriate Federal law, regulations and policy as related to the facts of the case as established in the hearing record. The verbatim transcript or recording of testimony and exhibits, or an official report containing the substance of what transpired at the hearing, together with all papers and requests filed in the proceeding, constitute the exclusive record for a final decision by the Hearing Official. The State WIC Office will retain the hearing record and make these records available, for copying and inspection, to the appellant or representative at any reasonable time upon written or verbal request.

The decision must include a statement of the issue being appealed, findings of fact (including supporting evidence and pertinent regulations or policy) and a final decision. The decision will become a part of the record.

Within 45 days of the receipt of the request for the hearing, the State WIC Office must notify the appellant or representative in writing of the decision and the reasons for the decision. If the decision is in favor of the appellant and benefits were denied or discontinued, benefits must begin immediately. If the decision is in favor of the agency, as soon as administratively feasible, the Local Agency must terminate any continued benefits, as decided by the hearing official.

Judicial Review

The State and Local Agencies must make all hearing records and decisions available for public inspection and copying; however, the names and addresses of participants and other members of the public must be kept confidential.

If the appellant expresses an interest in pursuing a higher review of the decision, the State WIC Office must explain the right to pursue judicial review of the decision.



Alaska WIC Policy

Policy Title	PARTICIPANT NONCOMPLIANCE AND ABUSE	Item	PARTICIPANT NONCOMPLIANCE AND ABUSE
Policy Number	PNA 5.0	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe the series of policies that relate to preventing WIC Program participant noncompliance and/or abuse.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart A- General- Definitions
 - 246.2
 - page 353 (participant abuse)

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (h)(2)
 - page 377

Policy

Participant Noncompliance and Abuse

These policies discuss:

- What is considered noncompliance and abuse
- Methods to prevent noncompliance and abuse
- Actions to be taken when noncompliance and abuse have occurred
- Defines dual participation and types of abuse
- Provides direction when warrants are falsely reported as lost/stolen
- Provides direction on repayment of benefits
- Provides direction on sanctions and state and police notifications of noncompliance and abuse



Alaska WIC Policy

Policy Title	PREVENTING NONCOMPLIANCE AND ABUSE	Item	PREVENTING NONCOMPLIANCE AND ABUSE
Policy Number	PNA 5.1	Effective Date	February, 2016

Purpose

To describe the steps Local Agencies should take to prevent participant noncompliance and/or abuse of the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (j)(2)
 - page 378

Policy

Preventing Noncompliance and Abuse

At the time of certification, Local Agency staff must inform WIC participants or parents/guardians of the following:

- Rights and responsibilities;
- Appropriate use of WIC foods and WIC warrants;
- WIC transaction;
- Approved WIC vendors;
- Approved WIC food list;
- Actions which constitute noncompliance/abuse;
- Consequences of noncompliance and abuse.

Participants should be encouraged to ask questions. Reasonable steps should be taken to provide the information in a language other than English when necessary. Local Agency staff are encouraged to convey the message that quality WIC services depend on a partnership between the participant, vendor, and WIC staff.



Alaska WIC Policy

Policy Title	PROCEDURES IN CASES OF PARTICIPANT NONCOMPLIANCE OR ABUSE	Item	PROCEDURES IN CASES OF PARTICIPANT NONCOMPLIANCE OR ABUSE
Policy Number	PNA 5.2	Effective Date	February, 2016

Purpose

To describe the procedure Local Agency staff should take in evaluating cases of participant noncompliance and/or abuse of the WIC Program.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Fair Hearing Procedures for Participants
 - 246.9 (h)
 - page 383

Policy

Procedures in Cases of Participant Noncompliance or Abuse

The Local Agency coordinator or designated staff must assess information and circumstances relating to participant noncompliance or abuse on a case-by-case basis. The Vendor Management Unit will contact the Local WIC agency for needed information in relation to any participant compliance issues that relate to fraud and have a potential monetary action.

If the participant issue has to do more with behavioral aspects of actions in the WIC office or at the store or farmer’s market the role of Local Agency staff is to meet with the participant or parent/guardian and find out what took place. Staff should provide the agency’s view as to whether the report of violation has merit, and the reasons the report was made.

The participant’s viewpoint must be documented in writing in the participant’s file, using the “ALASKA WIC PROGRAM IMPROPER ACTION REPORT” form included at the end of this policy. A copy must be given to the participant.



Alaska WIC Policy

Alaska WIC Program Improper Action Report Form

ALASKA WIC PROGRAM IMPROPER ACTION REPORT GIVE COPY TO PARTICIPANT

Agency: _____ Date: _____

Participant Name: _____ ID #: _____

Parent/Guardian Name: _____

Local Agency Statement:

Signature of Authorized Local Agency Representative

Participant Voluntary Statement: If you would like to tell your side of what happened, please write it here. (You are not required to write anything.)

Signature of Participant

In accordance with Federal civil rights Law and Department of Agriculture (USDA) regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.



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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov



Alaska WIC Policy

Local Agency Determination:

- Allegation not substantiated
- Noncompliance and/or abuse

Finding:

- Creating a public nuisance, threatening harm, or disrupting normal activities at the local agency, the vendor (store), farm stand or with the farmer.
- Physically abusing WIC, vendor staff, farm staff/farmers market or property.
- Using WIC foods to make "home brew".
- Other actions leading to improper receipt or misuse of program benefits.

Describe:

Decision:

- Issue a warning.
 - Provide additional education regarding rules and procedures.
- Substitute shopper designated for participant. Name: _____
- Suspend participant from program
 - 30 days
 - 90 days
- Suspension date: _____ Suspension ends: _____
- One year disqualification from program. Effective date: _____

Notes:



Alaska WIC Policy

Policy Title	NONCOMPLIANCE	Item	NONCOMPLIANCE
Policy Number	PNA 5.2.1	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define the term “noncompliance”, regarding WIC Program rules.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart A-General- Definitions
 - 246.2
 - page 353 (participant violation)

Policy

Noncompliance Definition

Noncompliance is defined as failure on the part of the participant or parent/guardian to follow program rules. Intent and knowledge on the part of the participant may or may not be present. Examples of noncompliance are as follows:

- Participant gives inaccurate income information on application. Participant does not understand all types of income to report. After corrections, participant still qualifies for benefits.
- Participant attempts to buy unauthorized foods, or excess amounts of foods, as a result of lack of information or understanding, such as having trouble adding up ounces and total amount exceeds amount allowed.
- Participant gives WIC foods to a neighbor so they “will not go to waste”. Participant is not aware she does not have to buy every item in the amounts listed on the WIC warrant.
- Participant pre-signs her warrants and then presents them to a vendor.
- Participant asks an unauthorized person to cash WIC warrants on her behalf.



Alaska WIC Policy

Policy Title	ACTIONS TAKEN IN CASES OF NONCOMPLIANCE	Item	ACTIONS TAKEN IN CASES OF NONCOMPLIANCE
Policy Number	PNA 5.2.1.1	Effective Date	February, 2016

Purpose

To provide direction on actions that should be taken, when participant noncompliance or abuse has occurred in the WIC Program.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (h) (2)
 - page 377

Policy

Actions to be Taken in Cases of Noncompliance

- Provide thorough education about rules and procedures, review rights and responsibilities, and document the incident in the participant’s file on the Alaska WIC Program Improper Action Report. Have it signed by the participant, or the parent/guardian, and give them a copy. Verify that there is a signed rights and responsibilities statement in the participant’s file.
- While issuing the written warning, if it is determined that the participant acted with intent and knowledge, that actions were persistent and/or coercive, and/or that actions involved improper receipt or misuse of benefits, the Local Agency may impose an appropriate sanction. See sanction table.



Alaska WIC Policy

Policy Title	PROGRAM ABUSE	Item	DEFINITIONS AND DISQUALIFICATION
Policy Number	PNA 5.2.1	Effective Date	June, 2018

Purpose

To define the terms abuse, fraud, and violation, regarding WIC Program rules.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-15 Edition)

- Subpart A-General- Definitions
 - 246.12 (u)
 - page 429 (participant violation)

Policy

Definitions

Abuse: To cause harm or threaten harm with words.

Fraud: An intentional misrepresentation of the truth to deceive others for the purpose of acquiring something of value, such as money or WIC benefits. Anything calculated to deceive, whether by a single act or combination, or by the suppression of the truth, or by suggestion of what is false, whether it is by a direct lie, silence, look, or gesture. An example of fraud is selling a WIC food check or CVV, which deceives the WIC program to acquire money.

Participant Violation: Deliberate activities or actions of WIC participants or their authorized representatives to obtain benefits to which they are not entitled and/or to misuse benefits they receive. 7CFR 246.2 defines participant violation as any “deliberate actions of the participants, or care-taker of an infant or child participant, or proxy that violates federal or state statutes, regulations, policies, or procedures governing the Program.

Participant Disqualification for Program Fraud

Participants shall receive written warning or be disqualified when documentation verifies that participant fraud has occurred. Serious violations of program integrity, such as selling WIC food checks/CVV, will result in disqualification without any warning.

Infant/Child Disqualification

When the participant being disqualified is an infant or a child, the Parent/Guardian is the one to be disqualified. The infant or child can continue to receive benefits and participate during disqualification if another adult is designated. If the adult represents multiple infants/children, all infants/children can remain on the program under the same condition.

Participant Rights and Responsibilities When Disqualified



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Participants have the right to appeal any denial, claim or disqualification at a fair hearing. Participants shall be provided, within 15 calendar days, written notice prior to disqualification.

Exception for Disqualification

The State WIC Agency may decide not to impose a mandatory disqualification if, within thirty (30) days of receipt of the notice of repayment, full restitution is made or a repayment schedule is agreed upon or in the case of a participant who is an infant, child, or under age 18, the state or local agency approves the designation of a responsible adult.

Reapplication

A participant that has been disqualified may reapply for the WIC Program at the end of a disqualification period or the full repayment of a claim. However, they must meet all current eligibility criteria before certification.



Alaska WIC Policy

Policy Title	PARTICIPANT NONCOMPLIANCE	Item	STATE AND LOCAL AGENCY RESPONSIBILITIES
Policy Number		Effective Date	February, 2016

Purpose

To outline the responsibilities of the state and local agency WIC staff, regarding alleged participant abuse or fraud.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-15 Edition)

- Subpart A-General- Definitions
 - 246.12 (u)
 - page 429 (participant violation)

Policy

State Responsibilities

When the Vendor Management Unit (VMU) receives a report of possible participant violation, or discovers an improper use of checks the VMU will research and determine if the report is a valid violation of the participant’s rights and responsibilities. If the violation is valid:

- The VMU will request copy of the participant’s signed Rights and Responsibilities from the local agency.
- Calculate the violation value.
- If the value of the participant violation is \$100.00 or more, the VMU will start the restitution process.
- The VMU will notify the participant’s local WIC agency of any value.
- The VMU will inform the participant of the right to appeal a claim or a program disqualification; provide an informal dispute resolution meeting or a Fair Hearing.
- VMU may collect repayments prior to the local agency providing benefits.
- The VMU will notify participants via written if there are any sanction actions involving the participant, the local agency will receive a copy.

Local Agency Responsibilities

The local agency will document all allegations of program abuse or fraud on the “Alaska WIC Program Improper Action Report” form. In cases where program abuse or fraud is alleged against a participant, the local agency shall submit:

- The Alaska WIC Program Improper Action Report form and any accompanying documentation to the state agency.
- Items such as the Rights and Responsibilities form.
- Digital pictures of formula being sold on social media sites (highly encourage, but not required).
- Other pertinent documentation.
- Follow the Sanctions Table prior to taking any action regarding participant abuse or fraud. If there is a sanction that involves the VMU, work with them to provide needed



Alaska WIC Policy

documentation. Issues such as participant behavior at the store should warrant clinic staff to use the “Alaska WIC Program Improper Action Report” form.

If there is a sanction action, the local agency will advise the participant of the program requirement(s) they violated. The local agency will provide program benefits to participants who appeal disqualification within 15 calendar days of the written notification of the disqualification until the appeal is decided, the participant becomes categorically ineligible, or the certification period expires, whichever occurs first. If the violation is one that warrants a written warning for a behavior issue at the store or in the WIC office, the local agency Coordinator will use the “Alaska WIC Program Improper Action Report” form. The participant needs to read and sign the written warning at the next WIC appointment.

Collections will not be pursued in the case of benefit redemption by a foster parent who could not foresee a change in guardianship and or custody change.



Alaska WIC Policy

Policy Title	PARTICIPANT VIOLATIONS AND SANCTIONS	Item	VIOLATIONS AND SANCTIONS TABLE
Policy Number		Effective Date	June, 2018

Purpose

To outline the violations and sanctions that local agency WIC staff, are to follow in participant program abuse or fraud.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-15 Edition)

- Subpart A-General- Definitions
 - 246.12 (u)
 - page 429 (participant violation)

Policy

Violations

Three (3) documented violations, beyond the warning letter(s), of two or more violation types listed below will result in a one (1) year disqualification period. The three (3) documented violations must be committed in a 12-month period.

If there are less than three (3) combinations of violations with different sanctions, the participant shall receive the maximum sanction.

Mandatory one-year disqualifications are imposed for the following participant violations when they first occur.

- Dual participation that results in a claim of any amount.
- A violation that results in a claim of \$100 or more.
- A violation that results in a second or subsequent claim of any amount.

Violations	Number of Offenses	Sanctions
Using WIC Food checks/CVVS before the “First Day to Use” or after “Last Day to Use”.	1	Verbal Warning
	2	Written Warning
Failing to sign WIC food checks/CVVs at time of purchase.	1	Verbal warning
	2	Written Warning
Knowingly reporting falsely that checks were lost or stolen,	1	90 day disqualification



Alaska WIC Policy

obtaining replacement checks, and cashing both sets of checks.	2	1 year disqualification and repayment
Creating a public nuisance, threatening harm, or disrupting normal activities at the local agency, the vendor (store), farm stand or with the farmer.	1	Written Warning
	2	30 day disqualification
	3	1 year disqualification
Altering WIC checks/CVV's date, quantity, or type of food.	1	90 day disqualification and repayment
	2	1 year disqualification and repayment
False or misleading statements or omission of facts to obtain program benefits.	1	90 day disqualification and repayment
	2	1 year disqualification and repayment If unintentional, warning letter
Exchanging WIC food checks/CVV's for credit or non-food items.	1	1 year disqualification and repayment
Attempting to sell WIC checks or CVV's.	1	1 year disqualification
Sale of WIC checks, or CVV's.	1	1 year disqualification and repayment
Attempting to sell or give away supplemental food that was purchased with WIC food checks/CVV's.	1	90 day disqualification
	2	1 year disqualification
		If unintentional, warning letter
Selling or giving away supplemental food that was purchased with WIC checks/CV	1	90 day disqualification and repayment
	2	1 year disqualification and repayment
Using WIC foods to make "home brew".	1	Written Warning
	2	90 day disqualification and repayment
	3	



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		1 year disqualification
Theft of WIC food checks/CVV	1	1 year disqualification, repayment, and reported to law enforcement
Physically abusing WIC, vendor staff, farm staff/farmers market or property.	1	1 year disqualification and reported to law enforcement
Dual participation.	1	1 year disqualification and repayment of dual benefits.
Assessed claim for \$100 or more	1	1 year disqualification and repayment
Assessed second or subsequent claim for any amount.	1	1 year disqualification and repayment
Purchase of unauthorized items, costing \$99.99 or less.	1	Written warning
	2	30 day disqualification and repayment
	3	1 year disqualification and repayment
The violation was a part of a scheme to defraud the State WIC office or a Local Agency, and involved collusion with a WIC vendor.	1	1 year disqualification and repayment

For incidents that require verbal or written warning provide thorough education about rules and procedures, review rights and responsibilities, and document the incident in the participant's file on the Alaska WIC Program Improper Action Report. Have it signed by the participant, or the parent/guardian, and give them a copy. Verify that there is a signed rights and responsibilities statement in the participant's file.



Alaska WIC Policy

Policy Title	DUAL PARTICIPATION	Item	DUAL PARTICIPATION
Policy Number	PNA 5.2.2	Effective Date	January 30, 2013 (re-formatted)

Purpose

To define the term “dual participation” as referenced in the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart A- General- Definitions
 - 246.2
 - page 351(dual participation)

Policy

Dual Participation

Dual participation means simultaneous participation in the program in one or more than one WIC clinic during the same period of time.



Alaska WIC Policy

Policy Title	ACTION TAKEN IN CASES OF DUAL PARTICIPATION	Item	ACTION TAKEN IN CASES OF DUAL PARTICIPATION
Policy Number	PNA 5.2.2.1	Effective Date	June, 2018

Purpose

To provide guidance on handling dual participation.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Certification of Participants
 - 246.7 (l)(l)
 - page 380

Policy

Action to be Taken in Cases of Dual Participation

Participants intentionally participating in multiple sites shall receive a mandatory one year disqualification and repayment of benefits will be required. The mandatory disqualification may not be imposed if, (1) full restitution is made or a repayment schedule is agreed upon, or, (2) in the case of a participant who is an infant, child, or under age 18, Local Agency approves the designation of a proxy. A participant may reapply before the end of a mandatory disqualification period if full restitution has been made or a repayment schedule agreed upon or, in the case of a participant who is an infant, child, or under age 18, Local Agency approves the designation of a proxy.



Alaska WIC Policy

Policy Title	PROGRAM ABUSE	Item	PROGRAM ABUSE
Policy Number	PNA 5.2.3	Effective Date	January 28, 2013

Purpose

To define the term “abuse” as used in the WIC Program.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart A-General- Definitions
 - 246.2
 - page 353 (participant violation)

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart G- Miscellaneous Provisions-Claims and Penalties
 - 246.23 (c)(1)(i)
 - page 448

Policy

Program Abuse

7CFR 246.2 defines participant violation as any “intentional actions of the participants, or care-taker of an infant or child participant, or proxy that violates federal or state statutes, regulations, policies, or procedures governing the Program. Participant violations include intentionally making false or misleading statements or intentionally misrepresenting, concealing, or withholding facts to obtain benefits; exchanging CVV, food instruments or supplemental foods for cash, credit, non-food items or unauthorized food items, including supplemental foods in excess of those listed on the participants food instruments; threatening to harm or physically harming clinic; farmer, or vendor staff; and dual participation.” In addition, using WIC foods to make “home brew” is also considered program a violation.

The sale of or the intent to sell WIC foods and benefits verbally, in print, or on line through websites such as craigslist, Facebook, Twitter, eBay, etc., is considered a program violation.

Other examples of participant program violations are listed below:

- Using a facsimile or photocopy of a WIC warrant to obtain additional supplemental foods.
- Using a lost or stolen WIC warrant.
- Altering a WIC warrant or using an altered WIC warrant.
- Giving a WIC warrant to a person other than a WIC participant for whom the warrant was issued.
- Giving foods that were purchased with a WIC warrant or mailed WIC foods to a person other than a WIC participant for whom the WIC warrant was issued.
- Cooperating with another person in doing an act described as violation in this section.



Alaska WIC Policy

Policy Title	FALSE REPORTS LOST OR STOLEN WARRANTS	Item	FALSE REPORTS LOST OR STOLEN WARRANTS
Policy Number	PNA 5.2.4	Effective Date	January 30, 2013 (re-formatted)

Purpose

To provide direction on actions to be taken when a WIC participant falsely reports warrants lost or stolen.

Authority

State WIC Office

Policy

False Reports of Lost or Stolen Warrants

Warrants, lost after receipt, are not replaced by the Alaska WIC Program. Lost warrants should not be voided in the current computer system or the SPIRIT system.

When mailed warrants have been lost through the mail service, WIC clinics may reissue these. If the client calls to report this problem, lost warrants must not be voided but can be reissued after seven (7) days from the mailing date. If the original set of warrants show up in the client's mail, these warrants should be returned to the WIC office to be shredded. Clients should not use this set of warrants.

If a participant reports that warrants originally issued were stolen, the Local Agency may provide the participant with replacement warrants once a police report is brought into the clinic.

Local Agencies may replace warrants which a participant reports as lost through the mail or stolen. The Lost Stolen Warrant report should be signed by the client, or mailed with the warrants, along with a self-addressed, stamped envelope to return to the WIC office after the participant has read and signed the report. Give or send the Reissued Warrant Notice along with Lost Stolen Warrant Report to the participant. Document in the participant record the actions taken to replace the warrants.

The VMU will check into the participant's file or run reports such as the Dual Participation a month later to check whether more than one set of benefits were redeemed in instances where benefits may be replaced.



Alaska WIC Policy

Policy Title	DETERMINATION OF APPROPRIATE SANCTIONS	Item	DETERMINATION OF APPROPRIATE SANCTIONS: APPEAL OF SANCTIONS
Policy Number	PNA 5.2.5	Effective Date	February 2016

Purpose

To provide direction on sanctions that will be imposed when a WIC participant commits WIC Program noncompliance or abuse.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart E- State agency Provisions-Food Delivery Systems
 - 246.12 (u)(i)
 - page 420

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart G- Miscellaneous Provisions- Claims and Penalties
 - 246.23 (d)
 - page 449

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Fair Hearing Procedures
 - 246.9 (a)
 - page 382

Policy

Determination of Appropriate Sanctions

Participants are sanctioned a mandatory one year disqualification for violations resulting in claim of \geq \$100 and for any second or subsequent violations unless a repayment is made or a proxy is allowed for participants under the age of 18.

Appeal of Sanctions

A participant may appeal the imposition of sanctions against the participant or against a person that was acting on the participant's behalf through the fair hearing procedure.

Sanctions must not be applied if the Local Agency knows of the violation only through an anonymous complaint, unless the information is verifiable. For example, a Local Agency could verify a second source of income if the name of the employer is known; sanctions could then be applied if the second income was not reported on the participant's written application form.



Alaska WIC Policy

The Vendor Management Unit should be involved and is responsible for collecting documentation with the local agency's help, sending correspondence to the participant and requesting repayments as needed.



Alaska WIC Policy

Policy Title	NOTIFICATION OF POLICE	Item	NOTIFICATION OF POLICE: NOTIFICATION OF STATE AGENCY
Policy Number	PNA 5.2.6	Effective Date	January 30, 2013 (re-formatted)

Purpose

To provide direction on when the police and State WIC Office should be contacted for instances when a WIC participant falsely reports warrants as lost or stolen.

Authority

State WIC Office

Policy

Notification of Police

Nothing in this section should be construed to limit or restrict the duty of a Local Agency or other person to report a criminal violation to the proper law enforcement authorities. If food warrants are redeemed by an individual who is not a WIC participant or alternate, the police department must be notified.

Notification of State Agency

The State WIC Office should be notified in instances of participant and employee fraud and abuse. The State WIC Office staff will collect and maintain a log of information regarding cases of participant and employee fraud and abuse. Information that should be relayed to the State WIC Office is the type of fraud or abuse (employee/participant), Local Agency name, Name of Offender, nature of the detected fraud/abuse and the associated dollar loss.



Alaska WIC Policy

Policy Title	CIVIL RIGHTS	Item	CIVIL RIGHTS
Policy Number	CR 6.0	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe the series of policies that relate to assuring that the Civil Rights of all WIC Program applicants and participants are protected.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility-Nondiscrimination
 - 246.8 (a-b)
 - page 382

Policy

Civil Rights

The WIC Program Civil Rights Polices:

- Ensure that WIC Program applicants and participant’s Civil Rights are protected.
- Ensure that WIC Program applicants and participants are not discriminated against based on race, color, national origin, age, sex or disability.
- Ensure that Local WIC Agencies follow required Civil Rights procedures, such as:
 - Use of the non-discrimination statement
 - Providing materials in multiple languages as appropriate
 - Providing WIC staff Civil Rights training
 - Accommodating for disabilities
 - Collecting required race and ethnicity data
 - Appropriately handle any discrimination complaints received



Alaska WIC Policy

Policy Title	PROTECTING PARTICIPANT'S CIVIL RIGHTS	Item	PROTECTING PARTICIPANT'S CIVIL RIGHTS
Policy Number	CR 6.1	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe the steps Local Agencies must take in order to protect the WIC applicant's and participant's Civil Rights.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility-Nondiscrimination
 - 246.8 (a-b)
 - page 382

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart A- General- Administration
 - 246.3 (f)
 - page 357

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart B- State and Local Agency Eligibility
 - 246.6 (b)(10)
 - page 365

Policy

Protecting Participant's Civil Rights

Local Agencies are required to protect participants' Civil Rights. They must:

- Ensure that participation in the program is free from any exclusion based on race, color, national origin, age, sex or disability.
- Provide WIC services without any difference in quality, quantity, or manner in which WIC benefits are provided.
- Issue WIC warrants in a place, time, or manner that does not result in, or does not have the effect of denying or limiting the benefits on the basis of race, color, national origin, sex, age, or disability.
- Provide WIC services without segregating persons in clinic waiting rooms or through appointment systems.
- Apply the same eligibility criteria to all potentially eligible clients applying for the program.
- Maintain a waiting list that makes no distinctions on the basis of race, color, national origin, sex, age, or disability.



Alaska WIC Policy

Policy Title	PUBLIC NOTIFICATION	Item	PUBLIC NOTIFICATION
Policy Number	CR 6.2	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe the public notification steps Local Agencies must take in order to encourage WIC Program participation by all potential participants and notification that the WIC Program protects against discrimination.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Nondiscrimination
 - 246.8 (a)(1)
 - page 382

Policy

Public Notification

The State WIC Office takes positive and specific actions to assist Local Agencies to implement a public notification program which encourages participation and informs all potential participants, particularly minorities, of the availability of the program. The public notification system must include advising applicants and participants of the protection against discrimination, and provide the procedure for filing a complaint.



Alaska WIC Policy

Policy Title	LOCAL AGENCY REQUIREMENTS	Item	LOCAL AGENCY REQUIREMENTS: OTHER LANGUAGES
Policy Number	CR 6.2.1	Effective Date	June 2016

Purpose

To list the public notification steps WIC Local Agencies must take in order to notify participants and the public that the WIC Program protects against discrimination; including Civil Rights postings at the Local Agency and using the required non-discrimination statement on all written and outreach materials.

The short form of the nondiscrimination statement may be used on materials with limited space. These materials may include:

- post cards
- flyers of less than one page
- newspaper articles, radio, and television public service announcements that are generally short in duration

Materials specific to nutrition education or breastfeeding that strictly provide a nutrition message and do not mention WIC program are not required to contain the USDA nondiscrimination statement.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Nondiscrimination
 - 246.8 (a)and (c)
 - page 382

WIC Program Policy dated October 14, 2015: Revised Equal Opportunity Public Notification Policy

<http://www.fns.usda.gov/sites/default/files/cr/Nondiscrimination-Statement.pdf>

Policy

Local Agency Requirements

Local Agencies are required to:

- Develop and implement outreach activities that inform minorities or those with disabilities of the WIC Program and WIC services.
- Display the nondiscrimination poster, "And Justice For All," in prominent places, such as clinic waiting rooms and other facilities frequented by participants.
- Ensure that all applicants or parents/guardians of child applicants read and sign the "My WIC Rights and Responsibilities" section of the WIC Family Information application form,



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in order to advise potential participants that the WIC Program is operated in a nondiscriminatory manner.

Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

If you wish to obtain a copy or copies of the "... And Justice for All" poster(s), go to <http://www.fns.usda.gov/cr/and-justice-all-posters> or contact the State WIC Office.

- USDA is an equal opportunity provider. Ensure disabled applicants and participants' access to WIC services.
- Make provisions, if needed, for translators for participants who do not speak English. Provide non English materials as appropriate.
- Inform eligible or potentially eligible persons of clinic location, hours of service, and ages served.
- Make program regulations and guidelines available to the public on request.



Alaska WIC Policy

- Upon request, provide participants, and potential participants, access to Civil Rights materials. Materials must include the procedures for filing complaints, program specifics, and rights of participants and applicants.
- Use the Nondiscrimination Statement above, and use it, in full, on any public notification information your clinic sends out for the purpose of public information, public education, or public distribution.
- The full nondiscrimination statement is required on all documents that are considered vital such as notices of eligibility/termination, applications, or other documents that rely vital information to applicants. If the material is too small to permit the full statement to be included, the material will at the minimum include the statement, in print no smaller than the text that states: **“This institution is an equal opportunity provider.”** This short non-discrimination statement may only be used on non-vital materials.
- All information materials and sources, including Web sites, used by FNS, State agencies, Local Agencies, or other subrecipients to inform the public about FNS programs must contain a nondiscrimination statement. The statement is not required to be included on every page of the program Web site. At a minimum the nondiscrimination statement or a link to it must be included on the home page of the program information.
- Convey the message of equal opportunity by displaying photographs, posters, etc. of clients from different races and national origins.
- Provide outreach materials to organizations that provide services to minorities, migrants or those with disabilities.

Limited English Proficiency

If a significant number or proportion of the population eligible to be served needs service or information in a language other than English in order to be effectively informed of, or to participate in, the program, then the Local Agency should take reasonable steps, considering the size and concentration of such population, to provide information in appropriate languages to such persons. The Local Agency must also ensure that all rights and responsibilities listed on the certification form are read to these applicants in the appropriate language.



Alaska WIC Policy

Policy Title	CIVIL RIGHTS TRAINING	Item	CIVIL RIGHTS TRAINING: ANNUAL CIVIL RIGHTS IN-SERVICE
Policy Number	CR 6.3	Effective Date	January 28, 2013

Purpose

To list the requirements for providing Civil Rights training to all Local Agency staff.

Authority

State WIC Office

Policy

Civil Rights Training

New State and Local Agency staff must be briefed on Civil Rights rules during orientation. The State WIC Office Civil Rights Coordinator provides civil rights training and updates to Local Agency coordinators, and provides training materials on civil rights to Local Agencies. The State WIC program shall maintain a civil rights file and retain collective racial/ethnic data for three years to determine how effective the programs are at reaching minority groups.

Annual Civil Rights In-Service

All new WIC employees must receive Civil Rights training that include all the components listed below. The Local Agency WIC Coordinator must provide a Civil Rights in-service class to all Local Agency WIC staff once a year. During this training session the WIC coordinator must review Civil Rights materials found in the Alaska WIC Policy and Procedure Manual, including:

- Protecting client’s Civil Rights.
- Needs of non-English speaking participants/applicants
- Covered bases (race, age, sex, disability, color, and national origin)
- How /where to file a complaint of discrimination
- Public notification information.
- Discrimination complaint procedures.
- Racial-ethnic reporting.
- Use/posting of the “... And Justice for All” poster
- Ensure the availability of translators or interpreters, if necessary
- Outreach training done during the past year

The Local Agency WIC Coordinator must document in a WIC Clinic in-service file:

- Date and names of staff in attendance.
- Agenda item(s)/area(s) of discussion



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Alaska WIC Policy

Policy Title	ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES	Item	ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES
Policy Number	CR 6.4	Effective Date	January 28, 2013

Purpose

To require Local Agencies to provide reasonable accommodation for disabled individuals.

Authority

Americans With Disabilities Act
<http://www.ada.gov/pubs/ada.htm>

Policy

Accommodation for Individuals with Disabilities

Local Agencies are required to provide reasonable accommodation to ensure that the WIC program is accessible to all individuals including those with disabilities. Examples of reasonable accommodation include but are not limited to the following:

- Provide wheelchair access to WIC service locations.
- Where a significant portion of WIC participants need service in a language other than English, have bi-lingual staff or translators available.
- Have bi-lingual staff or translator read the “Rights and Responsibilities” form or other program materials to individuals who are not able to read and understand the information.
- Make reasonable modifications to policies, practices, or practices as needed to address accessibility and avoid discrimination.
- When requested, make available program information in alternate formats (i.e. large format, Braille, electronic format or audio).

Reasonable accommodation is the removal of barriers to allow individuals to have equal access to WIC services. In some cases, what is considered “reasonable accommodation” may be different from what an individual requests.



Alaska WIC Policy

Policy Title	DATA COLLECTION AND REPORTING	Item	DATA COLLECTION AND REPORTING: SELF IDENTIFICATION
Policy Number	CR 6.5	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe the Local Agency requirement for collecting and reporting participation information regarding race and ethnicity.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Nondiscrimination
 - 246.8 (a)(3)
 - page 382

FNS 113-1, Section XII

Policy

Data Collection and Reporting

Local Agencies are required to collect and report participation in the WIC Program by race and ethnicity. The purpose of this requirement is to ensure that those who are eligible to receive program benefits, minorities in particular get what they are entitled to receive.

Local Agencies must report actual participation data by racial/ethnic category for each clinic, by recording this information in the WIC computer system. Self-declaration is used to determine a participant's racial/ethnic category. Participants must not be required to declare a racial/ethnic category as a condition of program participation. If questioned, Local Agency staff must explain to applicants and participants that the collection of racial/ethnic identity information is strictly for statistical requirements only and has no effect on the determination of their eligibility to participate in the WIC Program.

Self-Identification

If a participant or participant's parent or guardian declines to provide this information, FNS 113-1, Section XII states that "visual identification shall be used to determine a participant's racial/ethnic category." It also states that participants may be asked to self-identify their racial group but only if it has been explained, and they understand, that the collection of this information is strictly for statistical reporting purposes only and has no effect on determination of eligibility. If the WIC applicant chooses not to self-identify, WIC staff must visually identify to determine the participant's racial ethnic category. WIC staff must include the participant in the group to which he/she appears to belong or identifies with. When a participant resides in a remote area and does not provide information on racial/ethnic category, the WIC staff must include the participant in the group to which he/she appears to belong or identifies with, if the WIC staff knows the racial ethnic category.



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WIC staff may contact a client to obtain this information via phone or may contact the person that facilitated the application process for the client to obtain this information.

Racial/ethnic data and records must be accessible only by authorized personnel.



Alaska WIC Policy

Policy Title	DEFINITIONS OF RACIAL/ETHNIC CATEGORIES	Item	DEFINITIONS OF RACIAL/ETHNIC CATEGORIES
Policy Number	CR 6.5.1	Effective Date	January 30, 2013 (re-formatted)

Purpose

To provide the racial and ethnic definitions and categories used by the WIC Program for collecting and reporting participation information.

Authority

WIC Participant and Program Characteristics 2010, page IV-9, item no. 5
<http://www.fns.usda.gov/wic/PC2010Guidance.pdf>

Policy

Definitions of Racial/Ethnic Categories

Ethnicity:

1. Hispanic/Latino - a person of, Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino." (A person could be Black but still be identified as Hispanic, because of Hispanic culture or origin.)
2. Not Hispanic or Latino

Race:

1. American Indian or Alaskan Native. A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
3. Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
4. Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.



Alaska WIC Policy

Policy Title	DISCRIMINATION COMPLAINT PROCEDURE	Item	DISCRIMINATION COMPLAINT PROCEDURE
Policy Number	CR 6.6	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe the Local Agency requirement to accept and report all discrimination complaints received.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility- Nondiscrimination
 - 246.8 (a)(4) and 246.8 (b)
 - page 382

Policy

Discrimination Complaint Procedure

Local Agency staff must accept all discrimination complaints. Staff must determine if the complaint should be classified as discrimination (i.e., based on race, color, national origin, age, sex, or disability), or a complaint which shall be handled through the Fair Hearing procedure. The State WIC Office can process complaints which alleged discrimination based on sex or handicap if grievance procedures are in place. Local Agency staff must not determine if a complaint is valid, instead they must make sure that the complaint is handled according to the following procedures.

Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture



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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

If you wish to obtain a copy or copies of the "... And Justice for All" poster(s), go to <http://www.fns.usda.gov/cr/and-justice-all-posters> or contact the State WIC Office



Alaska WIC Policy

Policy Title	LOCAL AGENCY COMPLIANCE PROCEDURES	Item	LOCAL AGENCY COMPLIANCE PROCEDURES: COMPLIANCE REVIEWS
Policy Number	CR 6.7	Effective Date	January 30, 2013

Purpose

To describe, once a complaint is received, the information the Local Agency must obtain in order to correctly report a discrimination complaint.

Authority

State WIC Office based on:

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart C- Participant Eligibility-Nondiscrimination
 - 246.8 (b)
 - page 382

Policy

Local Agency Compliance Procedures

Local Agencies must immediately notify the State WIC Office of any civil rights complaint by a participant. The State WIC Office Civil Rights Coordinator will investigate the complaint, and notify the Secretary of Agriculture of the complaint.

Local Agency staff must:

- Accept all written or verbal discrimination complaints. If a participant verbalizes but does not submit their complaint in writing, the WIC staff receiving the call shall write up the laments of the complaint by attempting to obtain as much of the following information:
 1. Name, address, and telephone number of the complainant or other means of contacting the complainant;
 2. The specific location where the alleged discrimination occurred and name of the entity delivering the service or benefit;
 3. The nature of the incident or action that led the complainant to feel discrimination was a factor or an example of the method of administration that is alleged to have a discriminatory effect on the public or potential and actual participants;
 4. The basis on which the complainant feels discrimination exists (race, color, national origin, age, sex, or disability);
 5. The names, titles, and business addresses of persons who may have knowledge of the discriminatory action; and



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6. The date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.
- Send the complaint to the State WIC Office on the Civil Rights Complaint form included at the end of this policy.
 - Submit an anonymous complaint if the participant requests it. Inform the complainant that it is helpful to have at least their name and telephone number so that we can apprise them of the resolution of the complaint. In the case of an anonymous complaint, staff submits sufficient information to determine the identity of the WIC Local Agency and the incident. If discrimination complaints are received with reference to other WIC agencies within or outside of Alaska, the same procedures for writing and submitting the complaint apply.

All complaints alleging discrimination based on race, color, national origin, or age, will be immediately referred to the Secretary of Agriculture, or the Director, Office of Equal Opportunity, USDA, Washington, DC 20250 or the Office established by the State WIC Office to handle discrimination grievances or complaints.

Compliance Reviews

Local Agency compliance with Civil Rights requirements is reviewed as part of the Local Agency management evaluation conducted bi-annually. Local Agency responsibilities in regard to nondiscrimination are included as part of the written agreement between the State and Local Agency.

Local Agencies must describe the racial/ethnic composition of their service area in their annual grant applications.

Civil Rights Complaint Report Form

CIVIL RIGHTS COMPLAINT REPORT
Alaska WIC Program

1. Complainant Name: _____

Address: _____

Telephone #: _____

2. Local Agency: _____

3. Date and nature of the incident or action leading to complaint:

4. Basis on which discrimination exists (race, color, national origin, age, sex, or disability):

5. Name, title, and business address of individuals who may have knowledge of the discriminatory action:

6. Date complaint forwarded to State WIC office:

7. Other relevant information:

Signature/title of Person Completing Report Date

Signature of Person Filing Complaint Date

Signature of staff person who examined documents Date documents were examined

Forward original to State WIC Office. Keep a copy for Local Agency files.



Alaska WIC Policy

Policy Title	PARTICIPANT CONFIDENTIALITY	Item	PARTICIPANT CONFIDENTIALITY
Policy Number	PC 7.0	Effective Date	July 2014

Purpose

To describe the requirements that Local Agencies maintain confidentiality with all information on all WIC Program applicants and participants.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart G- Miscellaneous Provisions- Other Provisions
 - 246.26 (d)(1)(i-ii) and 246.26 (g)
 - page 451 and 453

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart G- Miscellaneous Provisions- Records and Reports
 - 246.25 (a)(4)
 - page 450

WIC Nutrition Services Standards: Standard 2 (A), (2) Clinic Environment and Customer Service (August 2013, page 15)

Policy

Participant Confidentiality

The treatment of confidential applicant and participant information includes all information about applicants and participants, including information obtained from other sources, as well as information generated as a result of WIC application, certification, or participation. WIC confidentiality protects applicant and participant information, regardless of the original source of that information. Entities involved in the administration and enforcement of the WIC Program that have a need to know the confidential information for WIC Program purposes may have applicant and participant information disclosed. Such persons may include the staff of the Alaska WIC State and Local Agency staff, State IT staff, the staff of other State agencies and their Local Agencies, persons under contract with the State Agency to conduct research concerning WIC, persons investigating and prosecuting WIC Program violations, auditors of the WIC Program, bank contact staff processing food instruments, the USDA, Department’s Office of Inspector General, the Comptroller General and other Government Accountability Office staff.

Local Agency sharing of confidential information with its other associated programs is allowed through written agreement. Memorandums of Understanding must be in place that specifies what information is shared and for what purposes.



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Local Agencies may also use signed release forms from applicants and participants. If signed release forms are used, applicants and participants must be given the right to refuse the sharing of information.

The Division of Public Assistance uses Direct Secure Messaging (DSM) for sending documents containing protected health information such as WIC applications, participant files, vendor banking information, proof of identity documents, Social Security Number, etc. The LAs must contact the DHSS IT Help Desk for resources and procedures for setting up a DSM account for each of their clinics. For more information, refer to the State FY 13 Memo entitled “Use of direct Secure Messaging (DSM) for sending documents containing protected health information.”

Fax is another alternative if DSM has not yet been set up at the LA. In faxing documents (both ways), please ensure that the person receiving the fax is aware that you are sending a document that contains protected health information or other confidential information such as bank account or Social Security Number. They must be waiting by the fax machine, especially if use of this equipment is shared with non-WIC program staff or it is located in an area where access is not secure such as shared hallways, conference or waiting rooms.

Inadvertent disclosure of secure information is still a violation of regulations. We all need to be vigilant, no matter how remote the possibility may be.



Alaska WIC Policy

Policy Title	CHILD ABUSE AND NEGLECT REPORTING	Item	CHILD ABUSE AND NEGLECT REPORTING
Policy Number	PC 7.1	Effective Date	January 30, 2013 (re-formatted)

Purpose

To describe the requirement that Local Agencies report known or suspected child neglect or abuse as required by State law.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart G- Miscellaneous Provisions- Other Provisions
 - 246.26 (d)(3)
 - page 452

Policy

Child Abuse and Neglect Reporting

State and Local Agency staff is permitted to share information to comply with required reporting of known or suspected child neglect or abuse. WIC staff must report or release applicant/participant information to State or local officials, as required by State law. To report child abuse call 1-800-478-4444.



Alaska WIC Policy

Policy Title	SUBPOENAS AND SEARCH WARRANTS	Item	SUBPOENAS AND SEARCH WARRANTS
Policy Number	PC 7.2	Effective Date	January 30, 2013 (re-formatted)

Purpose

To provide direction on how Local Agencies should respond should they receive a subpoena or search warrant.

Authority

Federal Regulations: 7CFR Ch. II (1-1-12 Edition)

- Subpart G- Miscellaneous Provisions- Other Provisions
 - 246.26 (d)(4)
 - page 452

Policy

Subpoenas and Search Warrants

Subpoenas

Upon receiving a subpoena the Local Agency should immediately notify the State WIC Office to consult with legal counsel, determining whether the information requested is in fact confidential and prohibited by being used or disclosed. If the State or Local Agency decides that disclosing the confidential information is in the best interest of the Program, inform the court or receiving party that this information is confidential and seek to limit the disclosure by:

- Providing only the specific information requested
- Limiting public access to the information disclosed

Search Warrants

In responding to a search warrant for confidential information, the Local Agency should immediately notify the State WIC Office. Legal counsel should be notified for the State or Local Agency. Comply with the search warrant and inform the individual(s) serving the search warrant that the information being sought is confidential and seek to limit the disclosure by:

- Providing only the specific information requested
- Limiting public access to the information disclosed



Alaska WIC Policy

Policy Title	LOCAL AGENCY VOTER REGISTRATION REQUIREMENTS	Item	VOTER REGISTRATION
Policy Number	PC 8	Effective Date	February 2016

Purpose: To increase the number of citizens registered to vote in federal elections.

Authority: Section 7 of the National Voter Registration Act (NVRA)

Policy: Voter Registration Requirements

Section 7 of the NVRA is the requirement that states affirmatively offer voter registration opportunities to clients of public assistance programs. Programs covered by the NVRA include SNAP, TANF, Medicaid/DKC and WIC. Public assistance offices are in a unique position to increase voter registration rates among low-income citizens, furthering the intent of the NVRA to increase registration among populations underrepresented in our electorate. Voter registration services must be provided whether covered transactions occur in-person at the office or remotely.

1. Distribute a voter registration application.

Distribution of voter registration applications means a voter registration application must be provided unless an applicant declines in writing; an applicant does not decline in writing if he or she leaves the voter preference question blank or unanswered. A client must receive a voter registration application if he or she answers “yes” or doesn’t check either the “yes” or “no” box in response to the voter preference question. For WIC this means:

- a) Make voter registration applications available in waiting rooms and other common areas.
- b) Post signs prominently stating that voter registration services are available at the WIC office.
- c) If the client selects “yes” on the Family Information form to the question “Do you want to register to vote here at the WIC office?” provide an application.
- d) If the client does not mark “yes” or “no”, follow-up with the client about their voter registration intent.

2. Have available voter information forms with appropriate disclosures and rely on the WIC Family Information form which includes a voter preference question to determine voter registration preference.

If the voter preference question has not been answered, workers are required to follow-up with the client about voter registration. A failure to respond to the voter preference question does not constitute a declination in writing. Therefore, as required by Section 7(a)(6)(A), a voter registration application must be provided.



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3. Provide the same degree of assistance in completing voter registration applications as is provided in completing the office's own forms. Staff shall check voter registration applications for completeness and a signature when a client returns a voter registration application for submission.
4. Accept completed voter registration applications for timely transmittal to the appropriate state election officials. Staff must accept completed voter registration applications from clients and ensure that they are sent to the appropriate election officials within ten days or within five days if the application is collected within five days of the registration deadline.

Download voter registration forms from the State of Alaska Division of Elections website: <https://www.elections.alaska.gov/doc/forms/C03-Fill-In.pdf> or from the Alaska WIC website at: <http://dhss.alaska.gov/dpa/Pages/nutri/wic/participants/wicapplicationforms.aspx>.

Download voter information forms at:

<http://dhss.alaska.gov/dpa/Pages/nutri/wic/participants/wicapplicationforms.aspx>.

Completed voter information forms must be maintained for at least 22 months.

SPIRIT and Voter Registration

When reviewing applications and entering data into SPIRIT, the voter registration preference should match between the physical application and what displays in the SPIRIT voter registration drop down box. The clinic should follow policy to provide a voter registration and follow up as needed.